Board Policies

CHAPTER 0 - DEFINITIONS

BOT 0.0

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

DEFINITIONS

Chapter 0 - Definitions

Adjunct Instructor: See 4.3.1.D.

Adjunct Librarian: See 4.3.1.F.

Affiliate Faculty: See 4.3.1.B.

Appointing Officer: An Appointing Officer has the authority to make appointments to open base budget positions and approved adjunct or temporary positions within their area of responsibility. Deans of Colleges and the University Libraries are Appointing Officers. The President and Vice Presidents have the authority to designate an employee as an Appointing Officer. References 3.1, 4.1.1, 4.1.6, 4.1.7, 4.1.9, 4.1.10.1, 4.2.1, 4.2.4, 4.2.20, 4.2.30, 4.3.1, 4.3.2, 4.3.3, 4.4.3, 4.4.4, 4.4.6, 4.4.9, 4.5.2, and 10.2.2.

Board: The Grand Valley State University Board of Trustees is referred to as “Board” or “Board of Trustees” throughout the policies.

Executive Officer: The President and Vice Presidents and anyone designated by the President shall be Executive Officers.

Faculty and Staff: Collectively, employees hired by the University through the Human Resources office. See, generally, Chapter 4.

Regular Faculty: A tenured or tenure track faculty member as referenced in Chapter 4, Section 2. Reference 4.2.1.

Non-Tenure Track Faculty: See, generally, Chapter 4, Section 3.

Senior Adjunct Instructor: See 4.3.1.E.

Senior Adjunct Librarian: See 4.3.1.G.

Senior Affiliate Faculty: See 4.3.1.C.

University: Grand Valley State University is referenced as “University” throughout the policies.

Visiting Faculty: See 4.3.1.A.

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 SUPPORT UNITS

BOT 3.1.3

Date of Last Update:
July 01, 2026

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY

3.1.3 Academic Support Units

3.1.3.1 The Graduate School

School supports and advances excellence in graduate education and the scholarly and professional activities associated with it, while promoting a diverse, inclusive, and connected community. The Graduate School aims to prepare GVSU graduates to become effective leaders in their field, lifelong learners, and scholars who excel in a global environment.

3.1.3.2 Dorothy A. Johnson Center for Philanthropy

The Dorothy A. Johnson Center for Philanthropy conducts applied research and offers expertise on the latest knowledge and trends in the philanthropic field. Professional development services including courses and workshops, online resources, and publications offered. The Johnson Center puts research to work, with and for professionals across the country, supporting effective philanthropy, building strong nonprofits and providing resources and data for informed community change.

3.1.3.3 Faculty Research and Innovation Center

The Faculty Research and Innovation Center promotes a culture of active scholarship, encourages innovation and enterprise, facilitates collaborations, and serves as an advocate for university scholarship and creative practice. The Center sponsors workshops, colloquia, lectures, and discussions. It provides help with developing a scholarly agenda, mentoring by senior faculty member, assistance in finding collaborations, opportunities for undergraduate research and scholarship, and publishing as a scholar. In addition, the Center: 1) serves as the University's central office that supports faculty and staff in the identification, development, submission and administration of externally sponsored agreements for scholarly research and creative activity, 2) oversees compliance awareness and accountability within the research culture of the university through assistance, education, and communication including activities involving human subjects, animal welfare, biohazards, and chemical safety, 3) serves as a resource for faculty, staff and students in developing technologies with commercialization potential and coordinate efforts between industry and the university, and 4) offers a variety of opportunities for undergraduates to pursue research and scholarship in various disciplines under the direction of a faculty mentor.

3.1.3.4 Barbara and Stuart Padnos Center for Global Experiences

The purpose of the Barbara and Stuart Padnos Center for Global Experiences is to organize and coordinate the university's international programs and activities; oversee international partnerships, faculty-led programs, study abroad programs, work and internship programs in other nations, international volunteer and service-learning activities; and assist in the recruitment, admission, and advising of international students.

3.1.3.5 Robert and Mary Pew Faculty Teaching and Learning Center

The purpose of the Robert and Mary Pew Faculty Teaching and Learning Center is to enhance student learning by supporting faculty members in their efforts to teach effectively. This Center promotes a scholarly approach to teaching and learning, supports reflection on professional practice, encourages growth at all career stages, and rewards innovation in teaching through conferences, workshops, retreats, mentoring programs, and teaching innovation grants program, faculty learning communities, and other initiatives.

3.1.3.6 Student Academic Success Center

The Student Academic Success Center provides a wide range of services to students, the university and the community. Services include: instructional support services, academic advising, student support programs, new student advising and registration, oversight of academic standards, and assistance with university events and outreach initiatives. Instructional support services include tutoring, learning skills development and structured learning assistance courses. Advising services include pre-major, change of major transfer student advising, student-athlete advising, or general advising. Student support programs include TRIO-Student Support Program, Oliver Wilson Freshman Academy, and the Degree Completion Support Program. Academic Standards oversight includes General Education Foundation requirements and Academic Review Committee.

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.

OFFICIAL DEGREES

BOT 3.2

Date of Last Update:
September 05, 2025

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY

3.2.1 OFFICIAL DEGREE PROGRAMS

Grand Valley State University offers undergraduate, graduate, specialist, and professional doctorate degrees:

Refer to Table 1: Official Degree Programs

Grand Valley State University also offers a variety of certificate programs at the undergraduate and graduate levels which represent awards for completion of alternate levels of existing degree programs.

The Board of Trustees approves the addition of new academic degree programs and discontinuation of existing academic degree programs, acting upon the advice of the President. Curriculum changes made to existing academic degree programs, including academic degree titles, are to be made by the Provost.

3.2.2 Undergraduate Degree Programs:

Refer to Table 2: Undergraduate Degree Programs

3.2.3 Graduate Degree Programs

Refer to Table 3: Graduate Degree Programs

3.2.4 Specialist Degree Program

Refer to Table 4: Specialist Degree Program

3.2.5 Doctoral Degree Program

Refer to Table 5: Doctoral Degree Program

TABLES

Table 1: Official Degree Programs

Code	Name
B.A.	Bachelor of Arts
B.A.S	Bachelor of Applied Science
B.S.	Bachelor of Science
B.F.A.	Bachelor of Fine Arts
B.M.	Bachelor of Music
B.M.E.	Bachelor of Music Education
B.S.E.	Bachelor of Science in Engineering
B.S.N.	Bachelor of Science in Nursing
B.S.W.	Bachelor of Social Work
B.B.A.	Bachelor of Business Administration
M.A.T.	Master of Athletic Training
M.B.A.	Master of Business Administration

M.Ed.	Master of Education
M.H.A.	Master of Health Administration
M.H.S.	Master of Health Science
M.P.A.	Master of Public Administration
M.P.A.S.	Master of Physician Assistant Studies
M.P.N.L.	Master of Philanthropy and Nonprofit Leadership
M.S.	Master of Science
M.S.A.	Master of Science in Accounting
M.S.E.	Master of Science in Engineering
M.S.N.	Master of Science in Nursing
M.S.T.	Master of Science Taxation
M.S.W.	Master of Social Work
Ed.S.	Educational Specialist Degree in Leadership
Psy.S.	Psychological Specialist
Au.D.	Doctor of Audiology
D.N.P.	Doctor of Nursing Practice
D.P.T.	Doctor of Physical Therapy

Table 2: Undergraduate Degree Programs

Program Name	Degree Options
Accounting	BBA
Advertising and Public Relations	BA, BS
Allied Health Sciences	BS
Anthropology	BA, BS

Applied Food and Nutrition	BS
Art Education	BA, BS
Art History	BA
Artificial Intelligence	BS
Athletic Training	BS
Behavioral Neuroscience	BS
Biochemistry	BS
Biology	BA, BS
Biomedical Engineering	BS, BSE
Biomedical Sciences	BS
Business Economics	BBA
Business General	BBA
Cell and Molecular Biology	BS
Chemistry	BS
Classics	BA
Climate Science	BS
Communications and Media Studies	BA, BS
Comprehensive Science and Arts for Teaching	BA, BS
Computer Engineering	BSE
Computer Science	BS
Criminal Justice	BA, BS
Cybersecurity	BS
Dance	BA
Data Science and Analytics	BS
Diagnostic Medical Sonography	BS
Earth Science	BS
Economics	BA, BS
Electrical Engineering	BSE
Engineering	BSE
English	BA
Entrepreneurship	BBA
Environmental Science	BS
Environmental and Sustainability Studies	BA, BS
Exercise Science	BS

Film and Video	BA, BS
Finance	BBA
Fisheries and Aquatic Sciences	BS
French	BA
General Management	BBA
Geology-Chemistry	BS
Geography	BA, BS
Geology	BS
German	BA
Global Studies and Social Impact	BA, BS
Group Social Studies	BA, BS
Health and Physical Education	BS
Health Communication	BA, BS
History	BA, BS
Hospitality and Tourism Management	BS
Human Centered Computing	BS
Human Resources Management	BBA
Information Systems	BA, BS
Integrative Studies	BA, BS
Integrated Science	BS
Interdisciplinary Engineering	BSE
International Business	BBA
International Relations	BA
Journalism, Broadcasting, and Digital Media	BA, BS
Leadership and Business Fundamentals	B.A.S
Legal Studies	BA, BS
Management	BBA
Marketing	BBA
Mathematics	BA, BS
Mechanical Engineering	BSE
Medical Laboratory Science	BS
Music	BA, BM, BME
Natural Resource Management	BS
Nursing	BSN

Occupational Safety and Health Management	BS
Operations Management	BBA
Performing Arts Industry	BS
Philosophy	BA
Photography	BA, BS
Physics	BS
Political Science	BA, BS
Professional Innovation	B.A.S.
Product Design and Manufacturing Engineering	BSE
Psychology	BA, BS
Public and Nonprofit Administration	BA, BS
Radiation Therapy	BS
Recreational Therapy	BS
Respiratory Care	BS
Social Work	BSW
Sociology	BA, BS
Software Engineering	BSE
Spanish	BA
Statistics	BA, BS
Studio Art	BA, BS, BFA
Supply and Chain Management	BBA
Technology Project Management	B.A.S.
Theatre	BA, BS
Web Design and Development	B.A.S.
Wildlife Biology	BS
Women, Gender and Sexuality Studies	BA, BS
Writing	BA, BS

Table 3: Graduate Degree Programs

Program Name	Degree Options
Accounting	MSA
Applied Computer Science	MS
Applied Statistics	MS
Artificial Intelligence	MS

Athletic Training	MAT
Biology	MS
Biomedical Sciences	MHS
Biostatistics	MS
Cell and Molecular Biology	MS
Communications	MS
Criminal Justice	MS
Cybersecurity	MS
Data Science and Analytics	MS
Educational Leadership	MED
English	MA
Engineering	MSE
General Business	MBA
General Education	MED
Health Administration	MPA
Health Informatics and Bioinformatics	MS
Higher Education	MED
Human Centered Computing	MS
Instruction and Curriculum	MED
Learning, Design and Technology	MED
Literacy Studies	MED
Medical Dosimetry	MS
Nursing	MSN
Occupational Therapy	MS
Philanthropy & Nonprofit Leadership	MPNL
Physician Assistant Studies	MPAS
Public Administration	MPA
Public Health	MPH
Recreational Therapy	MS
School Counseling	MED
School Psychology	MS
Social Innovation	MA
Social Work	MSW
Software Engineering	MSE

Special Education	MED
Speech Language Pathology	MS
Water Resource Policy	MS

Table 4: Specialist Degree Program

Program Name	Degree
Leadership	Ed.S.
School Psychology	Psy.S.

Table 5: Doctoral Degree Program

Program Name	Degree
Audiology	AUD
Nursing	DNP
Occupational Therapy	DrOT
Physical Therapy	DPT

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.

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

Date of Last Update:
July 10, 2026

Approved By:

- Board of Trustees

Responsible Office:
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

4.2.10.3 Initiation of Reviews

4.2.10.4 Schedule for Personnel Actions

4.2.10.5 Unit Notification and Candidate Materials

4.2.10.6 Individual Unit Procedures

4.2.10.7 Unit Personnel Actions

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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- Board of Trustees

Responsible Office:
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 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.

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

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.

NON-TENURE TRACK FACULTY SALARY ADMINISTRATION

BOT 4.3.2

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.3.2 Salary Administration

A compensable pay period shall be any period in which an Adjunct Faculty member has fulfilled all of their assigned responsibilities. For all or any part of such a period when an Adjunct Faculty member has failed to meet the assigned responsibilities of compensable service they shall incur a proportionate forfeiture.

Adjunct Faculty shall be compensated in accordance with the Adjunct Faculty Compensation Schedule. Salary is normally paid in semi-monthly installments.

In the case of Visiting Faculty and Affiliate Faculty whose appointments are renewed, salary advancement will normally be based on meritorious service. Adjustments will normally take effect at the beginning of the academic or fiscal year. For the purposes of Section 4.3.2, the academic year or fiscal year begins August 6.

The minimum rate will normally apply for persons possessing qualifications not significantly above the minimum. The starting rates will be administratively set by the appointing officer at a level judged to be commensurate with the applicant's educational credentials, prior experience, special skills, and promising qualities. For purposes of Sections 4.2 and 4.3, the academic year or fiscal year begins August 6.

NON-TENURE TRACK FACULTY BENEFITS

BOT 4.3.3

Date of Last Update:
October 18, 2024

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.3.3 Benefits

Affiliate Faculty:

1. **Holidays**. For full time Affiliate Faculty the following days are University's holidays: (usually 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 Winter break; plus up to two (2) additional floating holidays scheduled during the Christmas - New Year's break (Winter

break), if the university is officially closed. A full time Affiliate Faculty 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 if the holiday occurs during a time when they are not on pay status, such as during the summer.

2. **Vacation**. Affiliate Faculty do not accrue vacation; however, Affiliate Faculty on full time fiscal year appointments may be allowed time off without loss of pay by the appointing officer not to exceed an amount equal to that granted other full time persons on fiscal year appointments.

3. **Salary Continuation**. Affiliate Faculty are eligible to participate in the University's salary continuation program. The program is designed to provide salary protection in the event of personal circumstances, which do not allow an Affiliate 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. Affiliate Faculty member's childbirth, illness, injury, hospitalization, and appointments pertaining to health. In cases of injury compensable under workers' compensation or no fault auto insurance, salary continuation may be used to the extent that payments fail to equal the Affiliate Faculty member's regular base earnings.

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

c. The death of an Affiliate Faculty member's child, stepchild, foster child, spouse, brother, brother-in-law, sister, sister-in-law, parent, parent-in-law, grandparent, grandparent-in-law, or household member.

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

e. Inclement weather causing unusually hazardous conditions, which necessitates the closing of the university.

All Affiliate Faculty will be allowed compensation at their regular base rate of pay for an absence that falls under 3.a above for an entire absence period not to exceed six months from the date of illness, injury, or hospitalization.

4. **Leaves of Absence with Partial Pay.**

a. **Jury Duty**. An Affiliate 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 a service occurs at a time when the Affiliate Faculty member is on pay status.

b. **Military Duty**. An Affiliate 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 Affiliate Faculty member is on pay status.

5. **Leaves of Absence without Pay from the University**. An Affiliate Faculty member may request a leave of absence without pay for educational, medical, or personal reasons for a period of one to twelve months provided that such leave does not extend beyond the current contract term. Such request is subject to the approval of the appointing officer. Any accrued benefits will be protected during the leave although additional benefits will not accrue. The Affiliate 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 Affiliate 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. **Life and Medical Insurance**. The University will provide life insurance coverage for all Affiliate Faculty appointed one-half time or more, medical insurance coverage for Affiliate Faculty appointed three-quarter time or more, and medical insurance coverage for Affiliate Faculty hired prior to July 15, 2016 appointed one-half time or more, and their dependents and household members (as defined by plan documents) to the extent of the group insurance policies in effect provided the Affiliate Faculty member's appropriate payments are maintained. The schedule of benefits provided and their cost are described in the materials available through the Human Resources Office.

7. **Dental Insurance**. The University will provide coverage for all Affiliate Faculty appointed one-half time or more and their dependents and household members provided the 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**. Full time Affiliate Faculty appointed under a three-year employment contract will be eligible to participate in the University's disability plan, subject to the provisions of the master contract. Plan information is available in the Human Resources Office.

9. **Retirement Plan Contributions**. Affiliate Faculty will be eligible to participate in the University's retirement plan for regular Faculty. Plan information is available in the Human Resources Office.

10. **Supplemental Retirement Accounts**. Affiliate Faculty 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. Affiliate Faculty can defer in such amounts as permitted by the IRS Code Section 403(b) and 457(b). The election of such a benefit in no way affects the Affiliate Faculty 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 the participating Affiliate Faculty. Plan information is available in the Human Resources Office.

11. **Tuition Reduction**

a. **Academic Participation for Faculty, Staff, Retirees**. Affiliate Faculty may, with the approval of their supervisor, enroll in Grand Valley State University courses tuition free. Plan information is available in the Human Resources Office.

b. **Reduced Tuition for Spouses, Eligible Dependents and Household Members of Faculty, Staff, and Retirees**. The spouse, eligible dependents, and household members of Affiliate Faculty 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 who use this benefit are subject to the admission and academic requirements of the University. Plan information is available in the Human Resources Office.

12. **Flexible Spending Accounts**. Affiliate Faculty may elect once a year to participate in the Flexible Spending Accounts pursuant to the plan established under IRS Code Section 125. The University retains the right to modify or terminate this program upon reasonable notice to staff. Plan information is available in the Human Resources Office.

13. **Maternity and Other Temporary Medical Leave Policies**. Section 4.3.3.3 provides for Salary Continuation for Affiliate Faculty 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. This section applies only to Affiliate Faculty members with a three-year contract.

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 Affiliate Faculty absence can cause significant interruption in students' learning. Therefore, to ensure continuity in students' learning, an Affiliate 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 Affiliate 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 Affiliate Faculty member, the unit head, and the dean should be submitted to the Human Resources Office prior to the beginning of the Affiliate Faculty member's absence. This plan should note the 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 is 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 leaves due to illness, surgery or recovery from injury of an Affiliate Faculty member can also cause disruptions to student learning, depending on the length and timing of the temporary disability leave. If a temporary disability leave will exceed six weeks, an Affiliate 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 Affiliate 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 Affiliate Faculty member, the unit head, and the dean must be submitted to the Human Resources Office prior to the beginning of the Affiliate Faculty member's absence. This plan should note the medical leave dates, whether additional paid 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 leave is 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 medical 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

NON-TENURE TRACK FACULTY COMPLAINT PROCEDURE

BOT 4.3.4

Date of Last Update:
October 18, 2024

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.3.4 Non-Tenure Track Faculty Complaint Procedure

A. Definition of a Complaint.

A complaint includes, but is not limited to, any issue that pertains to scheduling, location, remuneration, disciplinary action, termination, or academic freedom. Complaints alleging conduct of sex-/gender-based harassment (as defined in BOT 1.4) may be addressed through policies maintained by the Division of People, Equity, and Culture.

B. Procedure for a Complaint.

In the steps below, a "day" is considered a weekday when classes are being held, including spring/summer semester.

1. Step 1 – Complaint Filed with the Unit Head. A non-tenure track faculty member with a complaint will submit the complaint in writing to the Unit Head within ten (10) days after learning of the incident upon which the issue is based. 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 non-tenure track faculty member feels are germane to the complaint.

The Unit Head will review the complaint and may have a conference with the non-tenure track faculty member. In the case of termination, a meeting is required. The Unit Head shall issue a written response to the non-tenure track faculty member within ten (10) days of receipt of the complaint or ten (10) days of the date of the conference with the complaining non-tenure track faculty member, whichever is later. The response will include a summary of the conference and the decision of the Unit Head and the reasons for that decision.

2. Step 2 – Appeal to the Dean. If the complaint is not resolved at Step 1, the non-tenure track faculty member may appeal the decision of the Unit Head to the Dean within five (5) days of the receipt of the Unit Head's decision. The appeal will include the written complaint as submitted and the response as issued at Step 1. If the non-tenure track faculty member with a complaint so desires, they may also include a response to the Unit Head's response.

The Dean will review the complaint and response and may have a conference with the non-tenure track faculty member. The Dean will issue a written decision within ten (10) days of the receipt of the appeal or ten (10) days of the date of the conference with the complaining non-tenure track faculty member, whichever is later.

3. Step 3 – Appeal to the Provost in the Case of Termination. In the case of termination, the non-tenure track faculty member may appeal the decision of the Dean to the Provost within five (5) days of the receipt of the Dean's decision. The appeal will include the written complaint as submitted and the responses as issued at Steps 1 and 2. If the nontenure track faculty member with a complaint so desires, they may also include a response to the Dean's response.

The Provost will review the complaint and responses and may have a conference with the non-tenure track faculty member. The Provost will issue a written decision within ten (10) days of the receipt of the appeal or ten (10) days of the date of the conference with the complaining non-tenure track faculty member, whichever is later.

EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF

BOT 4.4.0

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

Executive, Administrative, and Professional Staff

The Executive, Administrative, and Professional (EAP) Staff is defined as staff appointed to non-teaching positions although some EAP staff may have regular teaching assignments as a portion of their regular work load. Most EAP staff are exempt from federal and state overtime provisions.

KINDS OF REGULAR EXECUTIVE, ADMINISTRATIVE AND PROFESSIONAL STAFF APPOINTMENTS

BOT 4.4.1

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.1 Kinds of Regular Executive, Administrative and Professional Staff Appointments

1. **Continuous Appointments**. A continuous appointment is an appointment with no specific termination date. The first full year of a continuous appointment shall be

considered as probationary.

2. **Employment Contracts.** An employment contract is an appointment for a specified time period.

REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF PROBATIONARY PERIOD

BOT 4.4.2

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.2 **Probationary Period**

1. The probationary period allows all parties the opportunity to assess performance and the overall viability of the employment relationship. Upon completion of the probationary period, employment can only be terminated for cause.

   All EAP staff members will remain in probationary status for a period of twelve (12) calendar months actually worked. The employment relationship during the probationary period is considered to be "at will" in as much as the University and the staff member retain the right to terminate employment with or without cause at anytime.

   In the event that the University elects to terminate employment for reasons other than those noted below, the probationary staff member will normally be provided four weeks notice or four weeks pay and benefits in lieu of notice, or until the staff member secures new employment, whichever is sooner.

   Staff members terminated for reasons such as moral turpitude, violation of University policies and procedures, failure to follow directions/instructions of supervisors and superiors, conviction of a felony, neglect of professional responsibility, failure to follow statutory or regulatory requirements of the position, and other similar acts, shall have their compensation and benefits terminated effective upon termination of employment.

REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF RESIGNATIONS

BOT 4.4.3

Date of Last Update:
April 28, 2023

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.3 Resignations

1. **Continuous Appointments.** When a staff member resigns their position they shall notify the appropriate appointing officer not less than four weeks prior to departure. When four weeks' notice is not received, 80 hours of the staff member's unused but accrued vacation will be forfeited from the maximum available payout of 160 hours..

2. **Employment Contracts.** Since an employment contract is a commitment for a fixed period of time, approval of a resignation during the contract period is the sole discretion of the University.

REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF TERMINATIONS

BOT 4.4.4

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.4 **Terminations**

1. **Continuous Appointments.** Following the probationary period a continuous appointment may be terminated by the appointing officer for cause. Such termination will be communicated in writing along with the reasons for dismissal. Normally, at least four weeks notice of termination or four weeks pay in lieu of notice will be given unless continuation of employment would be detrimental to the best interest of the University. The staff member may appeal dismissal for cause through the grievance procedure or in the event the President is the appointing officer to the Chairperson of the Board of Trustees. If the appointing officer's decision is not upheld, the staff member may be reinstated without loss of pay.

2. **Employment Contract Appointments.** An employment contract may be terminated prior to the expiration date subject to the provisions of the contract. Such termination will be communicated in writing along with the reason for early termination of the contract. The staff member may appeal early termination through the grievance procedure. The non-renewal of an employment contract is not a grievable issue.

REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF REDUCTION IN FORCE

BOT 4.4.5

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.5 Reduction in Force

A staff member may be laid off due to the elimination of their position and normally will be given notice based on their length of service on date notified as follows:

Less than 2 years of service - 1 months' notice

2 years, but less than 5 years of service - 2 months' notice

5 years, but less than 10 years of service - 3 months' notice

10 or more years of service - 6 months' notice

Staff given layoff notices may use up to four (4) days with pay for position search with prior permission from their supervisor.

Such staff may continue on layoff for up to twelve months, or their length of service if less than twelve months, from the effective date of the notice. Employment will terminate upon the expiration of the layoff period. Staff on layoff shall be eligible to purchase group medical insurance at the appropriate (COBRA) rate.

REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF SALARY ADMINISTRATION

BOT 4.4.6

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.6 Salary Administration

The objective of the University's compensation program is to attract, retain, motivate and reward staff. The compensation rates are available in the Human Resources Office. For purposes of Section 4.4.6, the academic year or fiscal year begins August 15.

1. Compensable Service. Compensation rates for staff with a continuous appointment will normally be on a full year basis except for those persons on continuous appointments less than twelve months. Compensation rates for staff on employment contracts will be specified in the employment contract. 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 full year staff member has failed to meet the requirements of compensable service they will incur a proportionate forfeiture rate at the per day rate.

For all or any part of such period when a staff member on an appointment of less than a full year has failed to meet the requirements of compensable service they will incur a proportionate forfeiture at the per day rate. University contributions to benefit plans shall be made on the base rate for the period of appointment.

For all or any part of such period when staff on an employment contract has failed to meet the requirements of compensable service they will incur a proportionate forfeiture based upon the employment contract.

Payroll shall normally be semi-monthly.

Certain staff are eligible for overtime according to law. Contact the Human Resources Office of eligibility.

2. Starting Salaries. Starting salaries for staff will be set within the approved salary range for the position.

1. **Continuous Appointments.** The starting salary will be recommended by the appointing officer at a level judged to be commensurate with the applicant's educational credentials, prior experience, special skills and related qualifications as well as the relevant labor market for the position and internal equity considerations. Starting salaries and their justification are reviewed and approved by the Human Resources Office and the appropriate Vice President.

2. **Employment Contracts.** Starting salaries for staff with employment contracts will be specified in the employment contract.

3. Extra Compensation. Staff may teach a single semester's course offering for extra compensation providing that they have received written approval from their dean, appointing officer or vice president; that the course is taught outside regular office hours (as defined by the unit's needs), or prior arrangements are made to make up lost time; that the course is for University credit; that appointment is made through the academic unit's regular appointment process; and that such opportunity is limited to once per fiscal year. Any exceptions to this policy must be approved by the provost in advance. If appointed by the appointing officer, with the approval of the appropriate vice president, staff may be paid extra compensation for additional duties assigned, such as coaching, additional assignment or assuming an acting appointment role. The University may terminate an extra compensation appointment at any time, upon 7 calendar days written notice.

4. Pay Adjustments

1. **Continuous Appointments.** Salary advancement for staff with continuous appointments within an authorized salary range for the same position will be based on meritorious service. Adjustments will normally take effect at or near August 15 or period of appointment as appropriate. Salary adjustments may be approved at other times, such as the result of a promotion to a position in a higher salary range.

2. **Employment Contracts.** Salary advancement for staff with employment contracts is based on merit limited to the employment contract or modification thereof.

REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF COMPLAINTS

BOT 4.4.7

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.7 Complaints

If a staff member has a complaint which is not an appropriate subject for a grievance, they may discuss it with their supervisor or Associate Vice President for Human Resources. Complaints may be submitted in writing. All complaints, whether oral or written will be answered within five working days from their receipt.

REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF GRIEVANCES

BOT 4.4.8

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.8 Grievances

1. **Definition.** A grievance is defined as an allegation by a staff member that there has been a violation of the provisions of the Board of Trustees' Policies.

2. **Procedure:**

Step 1. A staff member with a grievance shall first talk with their supervisor about it. If this does not resolve the grievance, the staff member may submit it in writing to the administrative level above that of the immediate supervisor. If the immediate supervisor is a vice president, the staff member may proceed directly to Step 2. The staff member has 10 working days in which to have the discussion and submit the written grievance after learning of the incident upon which the grievance is based. The person who receives the written grievance has five working days in which to answer the grievance in writing.

Step 2. If the grievance is not resolved in Step 1, the staff member may request, in writing, a meeting of the parties with the Associate Vice President for Human Resources within 5 working days receipt of the written answer in Step 1. This meeting will be scheduled within 10 working days of the receipt of the written request. The written request should also include a copy of the original grievance and answer and any other data pertinent to the issue. After the meeting is held, the Associate Vice

President for Human Resources will communicate their answer in writing to the staff member and the concerned parties. (Probationary staff members cannot appeal beyond Step 2.)

Step 3. If the grievance is not resolved in Step 2, the staff member may request, in writing, within 5 working days of the receipt of the written answer in Step 2, that the Human Resources Office forward all materials to the president or his/her representative. The President or their representative may review the materials and communicate their decision to all parties or schedule a meeting with such parties as are appropriate and thereafter communicate their decision to all parties. The president's decision shall be final.

All grievances shall be considered permanently settled if the staff member does not file it at the next step in accordance with the prescribed time limits. The time limits may be extended by mutual consent.

REGULAR EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF BENEFITS

BOT 4.4.9

Date of Last Update:
April 28, 2023

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.4.9 Benefits

1. **Holidays**

For regular staff the following are University holidays (usually 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.

1. 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 staff 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 if the holiday occurs during a time when they are not on pay status.

2. Vacation

1. Continuous Appointments Accrual. Staff on continuing appointments for the full year accrue vacation at the rate of five days per calendar quarter of completed service. Vacation for staff working on less than 12 month appointments is limited by the special requirements of their appointment and/or academic calendar and is not accrued. Vacation for full year staff working less than full time but more than one-half time will be prorated to reflect the particular appointment. A prorated number of days for a partial quarter of service will be computed when necessary.

2. **Employment Contracts Accrual.** Vacation for staff on employment contracts will be specified in the employment contract.

3. **Use of Vacation Time.** Approval for the use of accrued vacation is the responsibility of the supervisors. Vacation time may not be charged until it is earned. Staff with earned 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. If four weeks' notice is not provided, employees will be subject to the payout provisions of BOT 4.4.3. Staff who are laid off are eligible for up to 20 days of accrued vacation in addition to the length of notice as indicated in Section 4.4.5. Up to 25 days of accrued vacation may be carried from one calendar year into the next.

3. Salary Continuation

The University will provide to the extent described below a salary continuation program for full time staff which is designed to provide salary protection in the event of personal circumstances which do not allow a staff member to continued 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. Staff member's child birth, 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 staff member's regular base earnings.

B. Staff 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).

C. The death of a staff member's child, stepchild, foster child, spouse, brother, brother-in-law, sister, sister-in-law, parent, parent-in-law, grandparent, grandparent-in-law, or household member.

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

E. Inclement weather causing unusually hazardous conditions which necessitates the closing of the University.

All full time staff 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. Salary continuation for staff on employment contracts may be modified by the employment contract.

4. Professional Development Leave. Professional development leave is provided as an opportunity for staff to withdraw from the University community to learn new skills and concepts, to reflect on their work at the University, and to prepare for new responsibilities. Application is to be made to the dean or appointing officer or vice president of the division far enough in advance of the expected leave period to allow for arrangements regarding budget and replacement. The applicant should present an outline of the prospective outside income. Final determination shall be made by the President.

Remuneration of such leaves shall be determined on the basis of prospective outside income, length of leave and the available resources. All fringe benefits will be continued at the appropriate levels with the appropriate University contributions.

5. Leaves of Absence with Partial Pay.

A. Jury Duty. A staff member who loses time from their assigned responsibilities because of jury duty will receive the difference between his/her pay for jury duty and their regular salary.

B. Military Duty. A staff member who loses time from their assigned responsibilities because of military training as a reservist or National Guard or due to civil disturbance, not exceeding four weeks per year, will receive the difference between their military base pay and their regular pay.

6. Leaves of Absence Without Pay. A staff member may request a leave of absence without pay for educational, medical or personal reasons for a period of from one to twelve months. Such requests is subject to approval by the appointing officer (if the staff member's position is being held open) or by the Human Resources Office. The staff member's accrued vacation will be protected during the leave period although additional benefits will not accrue. The staff member may continue existing group insurance benefits with the appropriate University contribution. Contributions to the retirement program will not continue during the leave period. In the case of medical leaves, the University may require a physician's statement concerning the staff member's ability to perform their assigned responsibilities either before the departure or just prior to returning to active employment. The Family and Medical Leave Act and the University Family Medical Leave Act Policy will be followed in approving a covered leave of absence.

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 unit head.

7. Special Administrative Leave of Absence. Members of the Executive, Administrative and Professional Staff are encouraged to participate in the University's special administrative leave of absence program. This program is designed to provide staff members with an opportunity to be absent from their responsibilities during periods when their activities are normally reduced. Conditions of special administrative leave are the same as those applying to regular unpaid leaves except that arrangements may be made to spread accrued regular pay and/or vacation pay over all or some portion of the leave period. Routine responsibilities of the staff member will be reassigned to other staff during the leave. Such leaves are approved by the appointing officer and the President. All arrangements should be made far enough in advance to ensure adequate staffing.

8. Group Life, Medical and Dental Insurance. The University will provide life and dental insurance coverage for all regular staff appointed one-half time or more, medical insurance coverage for regular staff appointed three-quarter time or more, and medical insurance coverage for regular staff 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 staff member's appropriate payments are maintained. The schedule of benefits provided and their cost are described in materials available through the Human Resources Office.

9. Group Disability. All regular full time staff are eligible to participate in the total disability benefits program subject to the provisions of the master contract. The benefits provided are described in materials available through the Human Resources Office.

10. Retirement.

A. University Base Plan. Regular faculty and executive, administrative and professional staff with appointments of one-half time or more will be eligible to participate in the base retirement plan comprised of three investment alternatives:

1) Teachers Insurance and Annuity Association (TIAA),

2) College Retirement Equities Fund (CREF),

3) Fidelity Investments - institutional retirement plan

Eligible faculty and staff will begin participation immediately upon employment. Participants are fully vested after completion of two years of employment. The University will make a contribution equal to 12% of the participant's base salary. No contribution is required from the faculty or staff member. Participants may elect an allocation of their University contribution among the three investment alternatives once a year. Allocation changes within those alternatives will be allowed as frequently as permitted by that carrier.

The normal retirement age used as a basis for calculating a full benefit is age 65. There is no mandatory retirement age.

A more detailed description of the base retirement plan related to pay out options, availability of funds and allocation changes and transfers within funds is contained in the materials available in the Human Resources Office.

B. Supplemental Retirement Accounts. All regular faculty and staff may elect to have the University provide payment for tax deferred savings 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 the such a benefit in no way affects the faculty or staff member's mandatory participation in the University's retirement program. The University retains the right to modify or terminate this optional deferral program upon reasonable notice to faculty and staff.

C. Medical Insurance for Retirees. The University will provide a medical insurance plan for official retirees hired before January 1, 2014. An official retiree (including early retirees) for purposes of this benefit, will be defined as any regular University faculty or staff member who is employed by the University at the time of retirement, who is vested in a University sponsored retirement plan and whose years of university service and age total a minimum of 75.

Official retirees will be reimbursed for participation in the plan based on years of service.

Benefits will also be provided to the spouse, dependents, and household members of the retiree based on the same formula, less the dependent charge. The materials describing the program are available through the Human Resources Office. The University retains the right to modify or terminate this plan upon reasonable notice to faculty, staff and retirees.

11. Tuition Reduction Programs.

A. Academic Participation for Faculty, Staff and Retirees.

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. Official 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.

12. Flexible Spending Accounts. Staff members 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 staff.

13. Adoption Assistance. Effective January 1, 2001 all regular full time and part time faculty and staff are eligible for adoption assistance. The benefits provided are described in materials available through the Human Resources Office.

TABLES

Holidays

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

ADJUNCT EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONALS STAFF

BOT 4.5.0

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.5 Adjunct Executive, Administrative, and Professional Staff

Adjunct Executive, Administrative, and Professional Staff (Adjunct EAP), are staff members appointed to part-time or full time non-teaching positions created for temporary purposes such as working on grants or contracts, filling in for regular staff members who may be absent, completing specific projects, augmenting regular staff, and for other similar purposes. Most Adjunct EAP staff are exempt from federal and state overtime provisions.

ADJUNCT EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF APPOINTMENTS

BOT 4.5.1

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

1. **Appointments.** Appointments will be made for a limited and expressly stated term of a year or less. Appointments may be renewed for additional limited and expressly stated terms of a year or less.

   All adjunct executive, administrative and professional staff shall be appointed in one of the following categories.

   Adjunct Executive, Administrative and Professional staff are employed at the will of the University and have the right to terminate their employment at any time, with or without notice or cause. Likewise, the University may release Adjunct Executive, Administrative and Professional staff, with or without notice or cause, as it deems appropriate.

   Category A - Full time or part-time for a full year.

   Category B - Full time or part-time for a specific period of less than a full year.

   Category C - Employment contract - appointment specified by contract.

   All appointments shall be made in accordance with the provisions of this policy.

ADJUNCT EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF COMPENSABLE SERVICE

BOT 4.5.2

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.5.2 Compensable Service

1. **Compensation Rates.** A compensable pay period will be any period when one has fulfilled all assigned responsibilities. For all or any part of such period when a staff member has failed to meet the requirements of compensable service, they will incur a proportionate lost-time forfeiture at a rate determined by dividing the base salary by the total number of payroll days during the term of appointment.

   There are normally 260 payroll days per full year, 190 payroll days per academic year, and 95 payroll days per academic semester. Payroll shall normally be semi-monthly. For purposes of Section 4.5.2, the academic year or fiscal year begins August 15.

   Certain Adjunct EAP staff are eligible for overtime according to law. Contact the Human Resources Office for eligibility.

2. **Starting Rates.** Starting rates for any staff member will be set within the approved salary range for the position, as listed in the Executive, Administrative and Professional staff compensation schedule. The minimum rate will normally apply for all staff members possessing qualifications not significantly greater than the minimum required. In any case, the starting rate will be set by the appointing officer in consultation with the Human Resources Office at a level judged to be commensurate with the applicant's educational credentials, prior experience, special skills, and promising qualities. Staff members who are appointed for additional limited and expressly stated terms of a year or less may be eligible for advancement within an authorized salary range for the same position provided that such opportunity will be granted only once within a fiscal year and such advancement is based on meritorious service.

ADJUNCT EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL STAFF BENEFITS

BOT 4.5.3

Date of Last Update:
October 18, 2024

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.5.3 Benefits

Benefits for Adjunct, Executive, and Administrative staff are limited to those listed below. Benefits for Category C staff are limited to those listed in the employment contract.

1. **Holidays.** For adjunct Executive, Administrative and Professional staff, the following are the University's holidays (usually 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.

   Adjunct Executive, Administrative and Professional staff will be paid for the above listed holidays that occur during their appointment. A staff member is not eligible for holiday pay if the holiday falls during a suspension without pay, or if the holiday occurs during a time when the staff member is not on pay status.

2. **Vacation.** Adjunct Executive, Administrative and Professional staff do not accrue vacation; however, Category A staff members appointed one-half time or more may be allowed paid off with the approval of the appointing officer, provided such arrangements are made at the time of appointment, not to exceed 10 days per year.

3. **Salary Continuation.** Adjunct Executive, Administrative and Professional staff may not participate in the University's salary continuation program. Appointing officers may, in consultation with their Human Resources generalist, allow Category A staff members to have time off for illness without loss of pay in lieu of vacation, as outlined in 4.5.3.2, providing arrangements are made to fulfill all responsibilities. In no case shall the total amount of paid time off for illness exceed the amount allowed under 4.5.3.2.

4. **Group Life and Medical Insurance.** The University will provide life insurance coverage for all Category A adjunct Executive, Administrative and Professional staff appointed half-time or more, medical insurance coverage for Category A staff appointed three-quarter time or more, and medical insurance coverage for Category A staff hired prior to July 15, 2016 appointed one-half time or more, and their dependents and household members to the extent of the group insurance policies in effect, provided the staff members appropriate payments are maintained. The schedule of benefits provided and their cost are described in materials available through the Human Resources Office.

5. **Tuition Reduction Programs**

   a. **Academic Participation for Category A Adjunct Executive, Administrative and Professional staff.**

   Category A staff members may, with the approval of his/her supervisor, enroll in Grand Valley State University courses tuition free, one of which may be taken during working hours each fiscal year. The materials describing the program are available in the Human Resources Office.

   b. **Reduced Tuition for Spouses, Eligible Dependents, and Household Members of Category A Adjunct Executive, Administrative and Professional staff.**

   The spouse, eligible dependents, and household members of Category A staff members are eligible for a 50 percent reduction of their tuition costs for all Grand Valley State University courses. Spouses, eligible dependents and household members who use this benefit are subject to the admission and academic requirements of the University. The materials describing the program are available in the Human Resources Office.

6. **Supplemental Retirement Accounts.** Adjunct EAP 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. Staff members can defer in such amounts as permitted by the IRS Code Section 403(b) and 457(b). The University retains the right to modify of terminate this optional deferral program upon reasonable notice to the participating staff member. Plan information is available in the Human Resources Office.

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

PERSONNEL POLICIES FOR PROFESSIONAL SUPPORT STAFF

BOT 4.6

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.6

All policies for Professional Support Staff will be governed by the provisions of the collective bargaining agreement as ratified by the Board Policy 7.10.

PERSONNEL POLICIES FOR MAINTENANCE, GROUNDS, AND SERVICE STAFF

BOT 4.7

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.7

All policies for maintenance, grounds & service staff will be governed by the provisions of the collective bargaining agreement as ratified per Board Policy 7.10.

PERSONNEL POLICIES FOR PUBLIC SAFETY STAFF

BOT 4.8

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.8

All policies for public safety staff will be governed by the provisions of the collective bargaining agreement as ratified by the Board Policy 7.10.

PERSONNEL POLICIES FOR CONFIDENTIAL PROFESSIONAL SUPPORT STAFF

BOT 4.9

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

4.9

All policies for confidential professional support staff will be governed by the provisions of the Confidential Professional Support Staff as approved by the President.

STUDENT AFFAIRS

BOT 5.1

Date of Last Update:
February 18, 2022

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

5.1 Division of Student Affairs

5.1.1 The Division of Student Affairs provides services, programs, and environments that enhance the personal, social, and intellectual lives of students. The Division is dedicated to the belief that positive growth and development of students occurs best when in-class and out-of-class experiences are harmonious. The Division strives to provide assistance to students and faculty that will foster the development of meaningful relationships between students and faculty. The Division is organized to provide necessary support and facilities for students which enable them to live, learn, and become mature, self-directed and responsible members of the campus community and society.

5.1.2 The Dean of Students

The purpose of the Dean of Student's Office is to provide leadership and supervision for divisional staff and programs; serve as an information resource and problem solving center for students and faculty; serve as an advocate for student concerns; provide support services for international and returning adult students; coordinate the campus judicial system; and represent the division to constituencies inside and outside of the institution.

5.2 University Counseling Center

The purpose of the University Counseling Center is to provide counseling services to students through individual and/or group interactions that are responsive to student needs. The Center offers support for students in the areas of career planning, personal development, social adjustment, and academic skills development.

5.3 Health Services

Health services, staffed by medically-trained personnel, provide preventive, comprehensive health care for limited ambulatory students. Students are encouraged to assume responsibility for effective health care practices. Preventive services such as immunization or allergy desensitization programs shall be offered along with medication for minor ills and special emergency treatment. Special clinics should provide special services for students.

5.4 Student Activities and Organizations The purpose of the Student Life office is to enhance student development through involvement in diverse experiences. Staff works closely with student organizations and campus departments to create an environment which provides opportunities for students to get involved. Students learn and develop their leadership and personal skills through "hand on" experiences.

The Student Senate approves student organization registration with administrative approval. Organizations must comply with all federal, state, and local laws as well as University policies and regulations. A current list is maintained of registered organizations, including a statement of purpose and the current officers and faculty or staff representative. Student organizations are advised in areas such as activities, programming, financial records, University policies, regulations, and procedures.

5.5 Student Media (Lanthorn Newspaper, WCKS Radio, GVTV Television)

The University supports the concept of fora through which students are able to communicate with each other as well as to faculty, staff, and administration. Student media organizations will operate in accordance with the Operating Procedures of the Student Media Advisory Board which are included as Section 5.11 of this chapter.

5.6 Student Government

The University encourages an effective and efficient form of student government which will provide for discussion and resolution of student problems, concerns, and ideas, and to provide leadership for an inspiring and rewarding student life on campus. The student governance constitution is approved by the President upon recommendation of the appropriate student services administrator. The Student Activities Allocation as dispersed by student governance, is subject to the authority of the Board of Trustees through the administrative officers of the University.

5.7 Housing and Residence Life

The purpose of the Housing and Residential Life Office is to manage the university's on-campus residential area in a manner that creates a quality living/learning environment for students. The housing staff provides supervision and support for the student residential community that encourages involvement in academic and human development experience, responsible behavior, respect for individual differences, and development of interpersonal relationships. In addition, when space permits, housing should be available to official guests of the University.

5.8 University Judicial System

Institutional standards of conduct have been developed to maintain conditions under which individuals, with respect for the rights and well-being of others, can participate effectively in a common educational enterprise in a well-ordered collegiate community. Responsibility for the maintenance of an orderly institution must be shared by all

members of the campus community. Representative students, faculty, and administrators serve on two judicial bodies. The University Judiciary system is based on the principle that due process of law will be observed in each case, which includes the guarantee of an extensive appeal process. The Student Code, which contains the rules, regulations, and judicial process of the institution, is approved by the President upon recommendation of the appropriate student services administrator.

5.9 Health, Recreation, Intramurals, and Wellness

Recreational and intramural activities are designed to provide meaningful, constructive leisure time activities for men, women, and co-ed participation. The informal program shall provide varied opportunities for individuals to participate in self-directed recreation activities. Participation in these informal activities require neither team affiliation nor the commitment resulting from structured or scheduled play. The formal portion is coordinated through the intramural program which provides a more competitive structure. The Wellness component provides educational programs to students that promote healthy lifestyles.

5.10 Student Media Advisory Board Operating Procedures

5.10.1 Purpose

The purpose of the Student Media Advisory Board (SMAB) is to ensure the continuity of 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 staffing of the three student media organizations. The SMAB will establish newspaper and broadcast policies and will periodically review the newspaper, radio and television for quality and ethics. The SMAB will defend the freedom of the press for student media.

5.10.2 Membership

The Board shall consist of the following membership:

Six (6) faculty representatives

Six (6) student representatives

Two (2) professional community representatives from West Michigan

Associate Dean for Student Life or designate

Six (6) Ex-Officio (non-voting)

The Editor of The Lanthorn

The Lanthorn Faculty Advisor

The Station Manager of WCKS – The Whale

The Faculty Advisor of WCKS

The Station Manager of GVTV

The Faculty Advisor of GVTV

The SMAB has a total of 15 voting members. Eight (8) voting members of the SMAB shall constitute a quorum for transacting business.

Six (6) faculty representatives will be appointed to three (3) year terms by the Executive Committee of the Senate (ECS). The appointment terms will be staggered so that two appointments will be made each year.

Six student representatives: (3 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 Media Advisory Board shall be elected annually.

Two professional community representatives will be recommended by the Associate Dean for Student Life 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 appointment of Board members which are, as fully as possible, representative of a cross section of the University community.

5.10.3 Authority and Duties of the Board

The Board shall have the authority to administer and allocate the financial resources provided from the Student Senate. The source of this funding originates from the Student Life Fund.

The Board shall recommend to the Vice President for Student Affairs or designee the appointment and removal of the Lanthorn Editor, Business Manager, and the Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the Editor, Business Manager, or the Faculty Advisor.

The Board shall recommend to the Vice President for Student Affairs 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 Board shall recommend to the Vice President for Student Affairs or designee the appointment and removal of the GVTV – Grand Valley Television Station Manager and Faculty Advisor. A majority vote of the voting membership shall be required for such recommendation of the Station Manager or the Faculty Advisor.

The Board shall have authority to direct what relationship statement shall be included in each issue of the Lanthorn respecting the nature of the publication and its relation to the institution. In addition, the Board shall have the authority to direct what statement and how often this statement shall be aired during the broadcast periods of the WCKS Student Radio and GVTV Student Television.

The Board 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.

5.10.4 The Grand Valley Lanthorn: The Editor, Business Manager, and Faculty Advisor

The Editor shall be responsible for assuring a balanced report of GVSU 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 with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

The Business Manager shall be responsible for maintaining a financial record for the publication, supervising the sale of advertisements, and informing the Board and Editor of the financial status of the publication, quarterly. The Business Manager must be a currently registered student with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

The Faculty 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 Advisor shall serve as a professional support person to maintain and/or improve the quality of the paper. The Faculty Advisor shall hold a minimum of one (1) journalism in-service program per semester for the newspaper staff. The Faculty Advisor 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 Advisor, the Editor, 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.

5.10.5 WCKS – The Whale: General Manager, Business Manager and Faculty Advisor

The General 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 with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

The Business Manager shall be responsible for maintaining a financial record, supervising the sale of advertisements, and informing the Board and General Manager of the financial status of the organization. The Business Manager must be a currently registered student with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

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 hold a minimum of one (1) broadcast and/or journalism 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 General Manager, Business Manager, and/or Faculty Advisor, the General 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.

5.10.6 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 with at least nine (9) undergraduate credits and a minimum 2.0 GPA during the term of office.

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 hold a minimum of one (1) broadcast and/or journalism 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 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.

5.10.7 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 insuring 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, 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.

5.10.8 Authority of the University Board of Trustees

The SMAB reports to the Vice President for Student Affairs or their designee, who in turn reports to the President. Notwithstanding anything in the Operating Procedures, the University Board of Trustees has paramount authority.

5.10.9 Rules

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

The Board shall meet:

1. At regularly established times – established each semester by a majority vote of the Board at its first meeting.
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 may result in removal from the SMAB.

Vacancies created by removal of Board 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.

5.10.10 Amendments

Upon two-thirds vote of the Student Media Advisory Board, recommendations for amendment shall be to the Vice President for Student Affairs. Ultimate authority for approval of any amendment of the Operating Procedures is subject to the sole approval of the University's Board of Trustees.

FINANCE AND ADMINISTRATION - OBJECTIVES

BOT 6.1

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

6.1 Objectives

The objectives of accounting services are to develop, implement, and maintain systems which provide internal control and safeguards for the assets of the University. The office also provides internal and external reports to the extent necessary to allow proper administration of University activities.

The budget office prepares all budgetary materials necessary for various constituencies including state authorities, legislators, University committees, executive officers, and the Board of Trustees. The budget office is responsible for maintaining the University's list of approved positions, and the University's base General Fund Budget.

The objectives of business services are: (1) to support the educational programs of the institution; and (2) to improve campus life by providing special support services to students, faculty, and staff. Business services may be categorized as either auxiliary or general fund and may be financed partially or fully by charges applied to the user.

FINANCE AND ADMINISTRATION - DESCRIPTION OF FUND GROUPS

BOT 6.2

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

PROCEDURES

6.2 Description of Fund Groups

The self-balancing fund groups in which the financial activity of the University takes place function as follows:

1. **General Fund** - Funds earned, contributed or appropriated without restriction and used for the current operations of the University.
2. **Restricted Funds** - Funds restricted by the donor or outside agency as to the specific purpose for which they may be expended and accepted by the Board of Trustees with this knowledge.
3. **Designated Funds** - These funds are restricted to uses designated internally by appropriate University authority.
4. **Endowment Funds** - Funds restricted by the donor that usually provide that the principal cannot be expended.
5. **Plant Funds** - These funds reflect the acquisition of physical properties including capital outlay construction accounts, debt payments and equipment.
6. **Agency Funds** - These are non-University owned funds held in trust for University-related activities.
7. **Auxiliary Activities Funds** - These funds concern those entities that exist to provide a service for students, faculty, or staff and that charge at a rate related to the cost of the service.
8. **Student Loan Funds** - These funds are gifts or other income which must be loaned to and replaced by students following the rules and regulations of the donor or agency providing the funds.
9. **Retirement and Insurance Fund** - These funds contain transactions related to pension plans administered by the University and certain self-insurance programs.

The Treasurer is authorized to establish wherever sub-funds are necessary for the efficient operation of the University.

FINANCE AND ADMINISTRATION - FINANCIAL ACTIVITIES

BOT 6.3

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

PROCEDURES

6.3 Financial Activities

The responsibility for the activities outlined above shall include but not be limited to the following:

1. **Accounting** - The accounting unit shall be responsible for maintaining records of all financial transactions for the self-balancing fund groups of the University and the preparation of all required budget reporting. The practices and procedures of the accounting unit shall conform to generally accepted principles of budgetary and fund accounting for universities, to applicable legal requirements, and to such uniform requirements as have been adopted by the Michigan state-supported institutions of higher education. Following the close of the fiscal year, financial statements for all funds shall be presented to the Board of Trustees at the first meeting following the completion of the statements.

2. **Disbursement of Funds** - The disbursement of funds shall be made by check or wire transfer only, properly documented and charged to the fund to which the disbursement applies, except that the disbursing officer may expend petty cash in lieu of a check when circumstances require such action. All checks or wire transfers must be drawn by an officer, or others authorized by the Board of Trustees and within the limits of Board resolutions.

3. **Receipt and Custody of Funds** - A cashier, or a person acting in a cashiering capacity, shall receive all funds, or evidence of deposit of funds, that belong to, or are to be held in trust by, the University. Funds received by the cashier from various operations and offices of the University shall be supported by appropriate documentation. Funds received shall be adequately protected, pending deposit, and shall be credited to the fund to which the receipt applies as often as reasonable and practicable.

4. **Budget Office** - The budget office works closely with officers, staff, and committees in preparing the University's internal budgets. The budget office prepares working budgets as needed which reflect the income expenditure plan for each account and/or fund. The budget office monitors spending in all funds as necessary and regularly advises appropriate persons and/or committees on the status of the budget. The budget office aids university officials with their questions and concerns as they arise. The budget office cooperates in preparing special reports and studies as needed. The budget office prepares materials needed by the Board of Trustees to approve fees applicable to all students.

5. **Reserves for Maintenance, Renewals and Replacements** - Reserves for maintenance, renewals and replacements of fixed assets will be established for various units. Such reserves will be funded by charging the appropriate operating units. Actual expenditures for maintenance, renewals and replacements for participating units shall be charged against the reserve as they are made.

For each unit that a reserve is established, procedures will be developed detailing the source and amount on funds and which expenditures are appropriate to charge to the reserve.

6. **Retirement Plan Investment Committee** - The Retirement Plan Investment Committee shall provide oversight of the University's retirement plans, work with a registered investment advisor approved by the Treasurer and make recommendations to the Treasurer.

FINANCE AND ADMINISTRATION - LIMITATIONS OF AUTHORITY

BOT 6.4

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

6.4 Limitations of Authority

The authority of the Vice President of Finance and Administration and the Treasurer of the Board of Trustees shall be limited within the above overall responsibilities as follows:

1. Spending more than one million ($1,000,000) in any fiscal year the net realized investment income of the restricted, designated, auxiliary, plant, and agency funds, which requires the approval of the Board of Trustees, except for reserves for future debt service in the plant fund that are a direct offset to interest expense paid on the related bonds.

2. Spending more than one million ($1,000,000) in any fiscal year the unrestricted income earned by the principal of the endowment fund, which requires the approval of the Board of Trustees.

3. Borrowing from the principal of the endowment fund, which requires the approval of the Board of Trustees.

4. The establishment of tuition and room and board rates, which requires the approval of the Board of Trustees.

5. All fees and charges, other than those set by the Board of Trustees resolution, are to be initiated by the unit involved, approved by the appropriate authorized individual, and submitted to the Vice President of Finance and Administration for review and approval prior to final administrative approval.

6. The establishment of interest rates to be charged on all student loans, which requires the approval of the Board of Trustees.

7. The determination of the class of investment for endowment gifts, which requires the approval of the Board of Trustees.

8. Purchase and sale of land and construction of buildings, which requires the approval of the Board of Trustees. Notwithstanding the foregoing, the Vice President of Finance and Administration and the Treasurer of the Board of Trustees are authorized to dispose of securities and real and personal property previously received by the Board as gifts. Further, the Vice President of Finance and Administration and Treasurer to the Board of Trustees are authorized to dispose or acquire real property for less than $1.5 million and provided such proposed sale or acquisition is reviewed in advance with the Board of Trustees Finance and Audit Committee.

9. Adoption, amendment, ratification of prior amendments or restatement of any retirement plan pursuant to Internal Revenue Code Sections 401(a), 403(b) or 457 in the following circumstances:

a. To comply with changes in the law affecting the plan,

b. To effect a new plan or benefit or other changes approved by the Board, or

c. Where the change will not materially increase the cost of benefits under the plan or its maintenance or administration and is determined by the Treasurer to be prudent and in the best interest of the University.

10. Appoint members to the Retirement Plan Investment Committee, receive and review its recommendations with the Senior Leadership Team and to make final investment decision as the fiduciary of the retirement plans. The Treasurer shall make an annual report of the retirement plans' investments to the Board of Trustees.

FINANCE AND ADMINISTRATION - AUDITS

BOT 6.5

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

6.5 Audits

An annual audit of the University's operations shall be performed by an independent CPA firm of recognized competency to be approved by the Board. Contracts with independent auditors shall be reviewed at least every five years. The Treasurer will provide the chief contact with the state auditors and respond to their findings as appropriate.

FINANCE AND ADMINISTRATION - INVESTMENT MANAGEMENT

BOT 6.6

Date of Last Update:
July 11, 2025

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

6.6 Investment Management

Investment management shall be the responsibility of the Treasurer or Assistant Treasurer of the Board of Trustees. The Treasurer, Assistant Treasurer, or authorized designee shall have authority to sell, assign, endorse for transfer, and do all other things necessary to secure the transfer of certificates representing stocks, bonds or other securities registered in the name of Grand Valley State University or such other name which denotes a subdivision of Grand Valley State University.

In compliance with Article IX, sections 19 and 20 of the Michigan Constitution, investments in instruments issued by any financial institution organized under Federal or State law are not to exceed 50% of the net worth of that institution.

1. **Real Estate Investments**

The Treasurer shall have authority to manage real estate investments for the production of rental income by entering into leases and by expending accumulated income there from for the repair, renovation, or alteration of any property held as an investment.

2. **Operating Cash and Investments Pool**

The Operating Cash and Investments Pool consists of short-term funds intended to cover the investment of University funds that are needed for daily operations over the next year (“Primary Liquidity”), intermediate-term funds intended to cover funds that could be earmarked for use in the next one to five years (“Secondary Liquidity”), and long-term funds, which are funds similar in nature to a term-endowment or quasi-endowment (“Tertiary Liquidity”). The Operating Cash and Investments Pool is exclusive of endowment cash and investments.

The overall philosophy of the operating cash and investments is to have sufficient liquidity to support the operating needs of the University and to preserve purchasing power with a secondary emphasis on capital growth while not exposing the University to undue risk of loss of principal. This may be accomplished through either direct ownership of securities, participation in pools or funds managed by external managers, or through use of a custom portfolio managed by one or more external managers.

The Treasurer shall form an Operating Cash Investment Committee the composition of which shall be at the discretion of the Treasurer. The Operating Cash and Investments pool will be invested in accordance with the Operating Cash and Investments Pool Investment Policy Statement as approved by the Operating Cash Investments Committee and shall not be inconsistent with this Section 6.6.2.

In order to qualify to hold University funds, financial institutions organized under Federal or State law must meet or exceed the following financial criteria:

Viability ratio (defined as equity capital to total assets) must be at least 5% of the total assets.

Maximum safe dollars (defined as the total amount invested at an institution to that institution's assets) cannot exceed .5% of the total institutions assets.

a.Primary Liquidity Investments

1. Objective

Primary Liquidity shall be invested with the objective of preserving assets to cover the University's shorter-term, ongoing programmatic and operational expenses requiring immediate liquidity with a duration of less than one year. Capital preservation is the primary goal of the Primary Liquidity and the enhancement of yield is a secondary objective.

2. Parameters

a) Types of investments include cash-equivalent investments such as: savings accounts, money market accounts, certificates of deposit (with maturities appropriate for expected needs), Treasury Bills, commercial paper, and other investment types with similar investment objectives.

b) Commercial paper must be, at the time of purchase, rated within the highest classifications established by not less than two national rating services.

3. Benchmark

The performance of Primary Liquidity investments will be evaluated based on the US Treasury Bill 1-3 Month Total Return Index.

4. Maximum Allowable Investment

Primary Liquidity investments can be up to 100% of the monthly available operating cash and investments pool.

b. Secondary Liquidity Investments

1. Objective

Secondary Liquidity shall be invested with the objective of preserving assets to meet the University's medium-term obligations with a duration of one to five years for the entire pool. While capital preservation is still a primary goal, there is some tolerance for price fluctuations and a role for yield enhancement.

2. Parameters

Types of investments include investment grade fixed income instruments, such as: Corporate Bonds, U.S. Government Obligations, U.S. Government Agency Obligations and other investment types with similar investment objectives. These funds would be available on a weekly basis.

Other parameters for the Secondary Liquidity Pool include:

- Average credit rating of the entire pool of A or higher
- Maximum of 25% BBB rated bonds for the entire pool
- Maximum of 40% per corporate industry for the entire pool
- Maximum of 20% Floating Rate Notes for the entire pool
- Maximum of 5% per corporate issuer for the entire pool
- Minimum credit rating for individual bonds of BBB

3. Benchmark

The performance of Investment Grade Fixed Income Investments will be evaluated based on the Bloomberg Barclays 1-3 year US Government/Credit Total Return Index.

The performance of Non-Investment Grade Investments will be evaluated based on the Bloomberg Barclays US Corporate High Yield 2% Issuer Cap Total Return Index.

4. Maximum Allowable Investment

Secondary Liquidity Investments and Tertiary Investments added together cannot exceed 90% of the monthly operating cash and investments pool. Month end balances of operating cash and investments will be calculated on a 12- month rolling average to determine compliance with this parameter.

c. Tertiary Liquidity Investments

1. Objective

The primary objective for Tertiary Liquidity investments is to preserve the long-term real purchasing power of the pool while seeking an appropriate level of investment return. Tertiary Liquidity investments are intended to be invested for the long-term, with the total return evaluated on a five-year rolling basis. It is recognized that not every five-year period will meet the Tertiary Liquidity investment pool's objectives, but the aim is to attain these objectives over a series of five-year periods. The University seeks to control risk and reduce the volatility in the Tertiary Liquidity pool through diversification. However, short-term volatility is characteristic of the securities markets and will be tolerated if such volatility is consistent with the volatility of similar investment portfolios. Initial principal invested in Tertiary Liquidity shall be preserved. Earnings from Tertiary Liquidity may be reinvested, or at the recommendation of the Vice President of Finance and Administration and Treasurer to the Board of Trustees and approval by the Board, be expended to support University operations.

Parameters

Types of investments will include fixed income and equities. A Target Asset Allocation, with allowable ranges, will be reviewed annually in accordance with the Operating Cash and Investments Pool Investment Policy Statement. Investments shall be redeemable on no more than a quarterly basis in the event of exigent financial circumstances.

2. Benchmark

The performance of Tertiary Liquidity investments will be evaluated based on the 90% MCSI ACWI Index / 10% Bloomberg Barclays 1-3 Year US Government/Credit Total Return Index.

3. Maximum allowable investments

The initial five-year principal investments in tertiary Liquidity cannot exceed 15% of the rolling 12-month average of the Operating Cash and Investments pool. The Board will annually approve this level based on projected liquidity needs. Tertiary liquidity will be invested on a recurring basis, with the maximum that may be annually invested equal to one-fifth of 15% of the rolling 12-month average balance of the Operating Cash and Investments pool, for a term of at least five years unless exigent circumstances arise. If the tertiary pool exceeds 15% of the Operating Cash and Investment pool prior to expiration of each five-year investment term, the tertiary pool is permitted to reach a maximum of 20% of the Operating Cash and Investment pool before rebalancing is required. The Endowment Fund Investment Committee or sub-committee may be consulted on Tertiary Liquidity investments.

4. Collateralization

The Treasurer or Assistant Treasurer may collateralize the long-term investments in order to secure a line of credit from a Board-approved bank or brokerage firm that holds the long-term investments, up to the value of the long-term investments.

d. Reverse Repurchase Agreements

Reverse repurchase agreements involving the purchase and sale of securities and guaranteed investment contracts from a Board-approved bank or brokerage firm that holds university investments, the par value of which is collateralized by the perfected first pledge of, or security interest in, or the payments of which are unconditionally guaranteed by, obligations of the type set forth in paragraph b, or c of this section 2, which collateral is held by the university, or for the benefit of the reverse repurchase agreement, with a collateralized value of at least 102% of the par value of such reverse repurchase agreement or guaranteed investment contract or 102% of the market value thereof, valued at intervals of no less than monthly and which collateral is not subject to any other pledge or security interest.

3. Endowment Funds

The Board of Trustees is aware of its responsibility to manage prudently those Endowment Funds which are given to the University. It is assumed that Endowment Funds will have permanent life and that investment policies will be followed which will protect the principal of the funds and produce maximum total return without assuming extraordinary risks. Funds designated as endowment will be managed according to the same goals.

The Board of Trustees and the designated investment managers shall adhere to the following goals:

a. To provide spendable Endowment income levels which are reasonably stable and sufficient to meet budgetary requirements;

b. To maintain a spending rate that insures a proper balance between the preservation and the enhancement of the purchasing power of Endowment principal.

In order to administer the Endowment Funds the following policies shall be applied:

a. Each year the Board of Trustees will approve the spending rate for individual Endowment accounts for the succeeding fiscal year upon recommendation of the Treasurer who shall consult with the investment managers and the appropriate Board Committee. The spending rate shall include a portion that is designated to support University operations. This portion shall be the first 0.5% of the approved endowment spend rate each year. The Vice President for Finance and Administration and Treasurer of the Board of Trustees will recommend through the annual budget approval process the amount to be utilized to underwrite the institutional costs of Endowment management. Any difference shall be utilized towards the original, intended use of the Endowment spend. The spending rate will be applied on the trailing twelve-quarter average of the Endowment account value.

b. Any income in excess of the approved spending rate on the Endowments shall be reinvested as retained earnings in each Endowment Account.

c. To the extent that the annual distributed income and retained earnings for an individual endowment is insufficient to meet the spending rate, the Undistributed Endowment Income account shall be used.

d. The Treasurer shall form an Investment Advisory Committee and serve as the chair, to assist with investment decisions for the Endowment Fund. The Investment Advisory Committee shall be comprised of up to four community members some of whom may be members of the Board of Directors of the Grand Valley University Foundation. The Board Chair shall appoint two Board of Trustee members to serve on Investment Advisory Committee.

e. The Endowment Fund will be invested in accordance with an Endowment Fund Investment Policy Statement as approved by the Investment Advisory Committee. The Endowment Fund Investment Policy Statement shall not be in conflict with this Board policy (BOT 6.6.3).

f. Endowment assets will be placed with two or more investment managers at the discretion of the Treasurer.

g. Complete discretion in selecting individual investments is delegated to the investment managers. The Treasurer and the appropriate Board Committee shall monitor the investment advisor and individual investment manager's performance but take no part in the buy-sell decisions or transactions. Ongoing Endowment gifts are to be deposited with the designated investment managers at the discretion of the Treasurer. Investment decisions for asset funds not managed by the investment managers and that exceed 5% of the asset value of the Endowment Funds will be submitted to the Board of Trustees for approval after reviewing the decision with members of the appropriate Board Committee.

h. The Treasurer will provide the Board of Trustees with an annual report of all long-term Endowment investment funds.

FINANCE AND ADMINISTRATION - DEBT POLICY

BOT 6.7

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

6.7 Debt Policy

1. Purpose - The purpose of this debt policy is to ensure the appropriate mix of funding sources for capital improvements is utilized and to provide guidance on the strategic use of debt as a funding source.

2. Objectives - The objectives of the debt policy include the following:

a. Prudent utilization of debt to provide a low cost source of capital to fund long-term capital investments in order to achieve the University's mission and strategic objectives.

b. Manage the University's overall debt level in order to maintain the highest acceptable credit rating with appropriate access to capital. The minimum acceptable underlying rating for a University issue is the "A" rating categories by a nationally recognized rating organization.

c. Limit risk within the University debt portfolio by balancing the goal of attaining the lowest cost of capital with the goal of managing interest rate risk.

d. Without attempting to "market time" specific transactions, manage outstanding debt over time to achieve a low cost of capital and to take advantage of interest rate cycles and refunding opportunities.

e. Assure projects financed have a feasible plan of repayment and that secondary pledges are utilized prudently.

3. Funding Capital Projects - The University will use the following guidelines in making decisions about financing options and use of debt, although they are not intended to be all-inclusive:

a. Other sources of funding. In assessing the possible use of debt, other financing and revenue sources will be considered such as: State appropriations/bonds, philanthropy, project-generating revenues, grant revenues, including administration cost reimbursement, expendable reserves, and other sources.

b. Plan of construction and repayment. Every project for financing must have a defined, supportable plan of costs (construction and incremental operating) approved by management.

4. Debt Management Practices

a. Debt Capacity - Debt capacity shall be consistent with the "A" rating categories as assigned by a nationally recognized rating organization. Core financial ratios that are strongly correlated with "A" rated public higher education peers will be monitored to ensure oversight of leverage levels. The three ratios that will be most closely monitored, which are strongly correlated to the rating level, are:

1. Unrestricted Net Assets to Debt
2. Unrestricted Net Assets to Operations
3. Maximum Annual Debt Service to Operations

b. Structure and Maturity - Debt will be structured so as to be consistent with a fair and equitable allocation of costs to current and future beneficiaries or users of the asset(s) being financed with the proceeds of debt.

The amortization and maturity of debt shall be established based on (1) statutory or governmental restrictions, including tax regulations (2) the types of assets financed, and (3) projected availability of cash flows to meet debt service requirements.

Debt shall be issued only for a time period that is consistent with the life of the project for which the debt was issued, generally not to exceed 30 years. Tax-exempt debt must meet the "120 percent of useful life" test set forth in federal tax law. This test requires that weighted average term of tax-exempt borrowings be limited to not more than 120 percent of the estimated usefully life of the asset(s) being financed with the proceeds of the issue. As market dynamics change, maturity structures should be reevaluated. Call features should be structured to provide the highest degree of flexibility relative to cost and to be consistent with market requirements.

Subject to compliance with federal tax law, the use of bullet maturities or balloon principal payments is not precluded by this policy if it can be demonstrated that the retirement of such bullet maturities or making such balloon principal payments have been adequately and appropriately considered.

c. Fixed and Variable Rate Debt - Variable-rate debt may be used as a component of its debt portfolio in order to:

1. Take advantage of prepayment and restructuring flexibility,
2. Benefit from historically lower average rate interest costs,
3. Provide a "match" (or natural hedge) to the University's short-term liquid investment balances,
4. Enhance the ability to undertake optimal financial structure management,
5. Enhance the ability to undertake risk management strategies, and
6. Potentially provide an economically more attractive funding alternative than cash.
7. While variable rate debt can provide for relatively lower costs of capital than fixed rate debt, variable rate debt also introduces additional risk (including the risk of inability to acquire and maintain required liquidity facilities) and potential volatility with the debt portfolio. The University will seek to manage the debt portfolio over time in a manner that will achieve a range of between 25%-60% of the portfolio in variable rate debt instruments, taking into account the impact of related derivative products. Forty percent (40%) will be considered the neutral portfolio.

   The portfolio allocation to variable rate debt will: (1) be analyzed on an after-derivative basis, (2) have an appropriate relationship to short-term liquid assets, and (3) take into consideration rating and other implications. The allocation of variable rate debt may be managed or adjusted through the issuance of new debt or refunding of outstanding debt and through the use of interest rate swaps and other derivative products such as caps and collars.

d. Taxable Debt - The University may use taxable debt for projects that cannot be financed using tax-exempt debt. The University will allocate its capital funding sources in a manner that will minimize the need for taxable debt to keep its cost of borrowing as low as possible.

e. Method of Sale - Bonds shall normally be sold through a "negotiated sale" with the senior underwriter for a specific series of bonds. Notwithstanding, any particular bond issue may be sold through a competitive bidding process rather than a negotiated sale, if circumstances are such that a competitive sale may produce a more optimal result for the University in the current market conditions. Private placements will be considered for debt issuance where the size is too small or the structure is too complicated or not appropriate for public debt issuance.

f. Bond Insurance and Other Credit Enhancement - Bond insurance and other credit enhancement opportunities (e.g. bank liquidity facilities and letter of credit) may be considered and utilized if they are deemed cost effective and do not place onerous covenants upon the University.

g. Refunding and Restructuring of Debt - Periodic reviews of all outstanding debt will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to the University's financial or operating position.

h. Derivative Products - Derivatives may take the form of interest rate swaps, options on swaps and other hedging mechanisms such as caps, floors, collars and rate locks. Derivative products can be an important interest rate management tool which, when used properly, can increase the University's financial flexibility, provide opportunities for interest rate savings, alter the pattern of debt service payments, create variable rate exposure, and limit or hedge variable rate payments. It is essential that the character of and risk associated with these transactions be evaluated and clearly understood prior to entering into a debt-related derivative. In connection with the use of swaps and derivative products, the University will adhere to the University's Interest Rate Management Agreements Policy.

i. Bond Proceeds Investment - Bond proceeds shall be invested appropriately to achieve the highest return available under arbitrage limitations while providing appropriate flexibility relative to the University estimated construction schedule. When sizing bond transactions, consideration shall be given to funding on a net basis.

j. Selection of Service Providers - The selection of service providers associated with the individual debt transactions shall be made by the Treasurer.

5. Debt Compliance and Reporting

a. Continuing Disclosure Compliance - The University will meet the ongoing disclosure requirements in accordance with SEC Rule 15c2-12. The University will submit all reporting required with respect to outstanding debt to which such Rule is applicable.

b. Arbitrage Rebate Compliance - The University will comply with arbitrage requirements on invested tax-exempt bond proceeds. Arbitrage calculations will be

performed as needed and rebate payments to be remitted to the IRS periodically as required.

FINANCE AND ADMINISTRATION - INTEREST RATE MANAGEMENT AGREEMENTS POLICY (SWAPS)

BOT 6.8

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

6.8 Interest Rate Management Agreements Policy (Swaps)

1. Purpose - In order to reduce debt service cost and interest rate risk and to alter the debt mix, an interest rate management agreement ("Swap" or "Agreement") may be entered into for the purpose of hedging existing and planned General Revenue debt for financing capital items. Such Agreements include, but are not limited to: interest rate swaps or swaptions, interest rate caps, collars, floors, and rate locks.

Prior to entering into any Agreement, a review shall be conducted of the long-term implications associated with entering into such Agreement, including the costs of borrowing, historic interest rate trends, variable rate capacity, credit enhancement capacity, impact on current and future bond ratings, opportunities to refund related debt obligations, the fact that in most cases swaps are economically non-callable, the risks associated with the swap, as described below, and other similar considerations.

2. Authority - The Board may authorize a Swap as a part of its resolution for the approval of the original bond financing or in a subsequent resolution.

3. Legality - In order to enter into an Agreement, the University must receive a legal opinion acceptable to the market that the Agreement relating to the swap transaction is a legal, valid and binding obligation of the University and that entering into the transaction complies with applicable State and Federal Laws.

4. Features of the Agreements

a. Form of Agreements - Any Agreement shall include security, collateral, default, remedy, termination, and other terms, conditions, provisions and safeguards as deemed necessary or desirable by the Treasurer. All Agreements shall be payable only in the currency of the United States of America. Each transaction shall be evidenced by a Confirmation setting forth the payment terms, notional amount and amortization.

b. Terms of Swaps - Subject to the provisions contained herein, the terms of any Swap shall use the following; however the Treasurer may permit variances if the University is otherwise adequately protected:

1. "Downgrade provisions" triggering terminations or requiring collateralization shall in no event be worse for the University than those affecting the counterparty.

2. The "specified indebtedness" related to credit events in any Agreement should be narrowly defined and should refer only to General Revenue indebtedness of the University.

3. "Collateral thresholds" should be set on a sliding scale reflective of credit ratings, size and directional market risk of the transaction. Collateral requirements, including safekeeping requirements, should be established and based upon the credit ratings of the University and of the counterparty or its guarantor.

4. "Eligible collateral" shall be limited to those obligations determined by the Treasurer to be sufficiently liquid.

5. The University shall have the right to "optionally terminate" an Agreement at "Market" at any time over the term of the Agreement.

6. "Termination value" should be set by utilizing a Market Quotation Methodology, Second Method (as defined in the International Swaps and Derivatives Association, Inc. Master Agreement), unless the Treasurer deems an alternate method as appropriate.

c. Qualified Counterparties - The University shall not enter into an Agreement with a counterparty that does not have (1) (a) a general credit rating or a guarantor with a credit rating in the "A" rating categories, as assigned by a nationally recognized rating organization or (b) a subsidiary rated "AAA" by at least one nationally recognized rating organization and (2) a demonstrated record of successfully executing municipal swap transactions. In addition to the rating criteria specified herein, the University shall seek additional credit enhancement and safeguards concerning qualified counterparties in the form of contingent credit support or enhancement, collateral consistent with the policies contained herein, ratings downgrade triggers, or guaranty of parent, if any.

d. Counterparty Exposure - The University shall endeavor to diversify its exposure to counterparties.

e. Methods of Soliciting and Procuring Swaps - Agreements can be procured via competitive or on a negotiated basis as determined by the Treasurer on a case-by-case basis. The competitive process should include a minimum of three firms with counterparty ratings as set forth herein. Agreements may be procured on a negotiated basis when the Treasurer makes a determination that:

1. Due to the size, complexity, or credit features of a particular financing, a negotiated transaction would result in the most favorable pricing.

2. In light of the facts and circumstances, doing so will promote the University's interest by encouraging and rewarding innovation.

3. Marketing of the Swap will require complex explanations about the security for repayment or credit quality.

4. Market timing is important, such as coordination of multiple components of the financing is required.

5. To the extent consistent with law, participation from minority or women owned firms is enhanced.

6. Based on the recommendation of the Swap and Derivatives Advisors, special circumstances exist such that a negotiated transaction would result in the most favorable pricing.

7. If it determined that negotiations might allow greater flexibility in changing Agreement terms in the future.

8. Negotiation of the Agreement will not adversely affect the tax-exempt status of related bonds.

Regardless of the method of procurement, the Treasurer shall obtain an independent finding that the terms and conditions of any derivative entered into reflect a fair market value of such derivative as of the date of its execution.

f. Term and Notional Amount - The maximum term, including any renewal periods, of any Agreement may not exceed the latest maturity date of the bonds, notes, debt, or prospective debt referenced in the Agreement. From and after its effective date, the notional amount of any Agreement shall not exceed the outstanding principal amount of the debt to which such agreement relates.

g. Pledging of Collateral - As part of any Agreement, based on credit ratings of the counterparty or as may be requested by the counterparty or the University, collateralization or other forms of University credit enhancements to secure any or all payment obligations of the counterparty or the University under the Agreement may be required. As appropriate, the Treasurer may require of the counterparty, or grant thereto, collateral or other credit enhancement to be posted subject to the collateral threshold amounts specified for such Agreement. Additional collateral for a further decrease in the credit rating and/or an increase in mark-to-market exposure of either counterparty shall be posted by that counterparty in accordance with the provisions contained in the Agreement or collateral support agreements related thereto.

Threshold collateral amounts shall be determined by the Treasurer on a case by case basis who will determine the reasonable threshold limits for the initial deposit and for increments of collateral posting thereafter. Collateral shall be pledged to the trustee, an independent third-party, or as mutually agreed upon between the University and the counterparty. A list of acceptable securities that may be posted as collateral and the valuation of such collateral will be determined and mutually agreed upon under the Agreement. The market value of the collateral shall be determined on a not less than a monthly basis or more frequently if the Treasurer determines it is in its best interest given the specific collateral security.

h. Prohibited Agreements - The University shall not enter into Agreements that:

1. Are purely speculative or create extraordinary leverage or risk,
2. Lack adequate liquidity to terminate without incurring a significant bid/ask spread,
3. Provide insufficient price transparency to allow reasonable valuation, or
4. Are not connected to existing outstanding debt or debt that will be issued within five years from the inception of the Agreement.

5. Management of Swap Transaction Risk - In order to manage the associated risks, guidelines and parameters are as follows:

a. Interest Rate Risk - Interest rate risk is the risk that interest costs on a bond or an Agreement will increase and cost more than the rates associated with a fixed-rate obligation. In the initial financing program for each bond issue, the University will consider hedging the interest rate risk exposure in a manner that results in a net interest cost that is lower than that associated with a fixed-rate obligation. An annual evaluation of interest cost will be conducted. Interest rate risk also includes the risk that changes in the level of interest rates affects the mark-to-market (MTM) value of the University's swaps. Inherent in interest rate risk is also yield curve risk, as changes in the shape of the yield curve (i.e. flattening and steepening) affects the overall level of interest rates. For floating-to-fixed rate swaps, the University MTM will be favorably impacted when interest rates rise. Conversely, when interest rates decline the University MTM will be negatively impacted.

b. Basis Risk - Basis risk is the risk of a mismatch between the actual variable interest rate on the University's debt and the floating rate option index from which any payments under an Agreement are received. Prior to entering into any Agreement, a review of historical relationships and trading differentials between the variable rates on similar bonds and the index will be conducted when deciding whether the relationship is sufficiently close to accept such risk. Any index chosen as part of an interest rate swap agreement shall be a recognized market index including but not limited to The Bond Market Association (BMA) or the London Interbank Offered Rate (LIBOR).

c. Tax Risk - Tax risk is the risk that tax laws will change, resulting in a change in the marginal tax rates and the valuation of the swaps or the performance of the swaps in accomplishing the anticipated hedging or cost savings functions. Tax event provisions contained in proposed Agreements will be reviewed and also discuss the impact of potential changes in tax law on payments under related bonds, or under the proposed Agreement, based on modeling of historical data and taxable indices and shall take into account the reduction in the University's fixed payer rate in return for accepting tax risk.

d. Termination Risk - Termination risk occurs when a swap transaction is terminated prior to its stated expiration, which can happen for a variety of reasons, some of which may be beyond the control of the University. In the case of a termination, normally a settlement payment will owe from one party to the other, in order to maintain the original financial benefits of the transaction, and without regard to which party's actions may have caused the termination. Risks can arise either because the University may be required to make a settlement payment it did not anticipate, or because the University might not, in light of changed circumstances, be able to replace the swap on favorable terms, and could therefore lose some or all of the hedge or cost savings associated with the swap. Risk will be assessed by an annual review of the market value for all existing and proposed Agreements. The termination provisions of any swap agreement shall be bilateral; however, the Treasurer shall have the right to optionally terminate a swap agreement at any time over the term of the agreement (elective termination right). In general, exercising the right to optionally terminate an agreement should produce a benefit to the University, either through receipt of a payment from a termination, or if a termination payment is made by the University, a conversion to a more beneficial debt instrument or credit relationship.

e. Counterparty Risk - Counterparty risk occurs when there is the failure of the counterparty to make required payments under the Agreement. The Treasurer will monitor exposure levels, ratings thresholds, and collateralization requirements and will take action to enforce remedies when appropriate. The Treasurer will also consider termination of any counterparty whose ratings fall below the minimum required for entering into an Agreement with the University.

f. Liquidity Risk - As described in the University's Debt Policy, liquidity risk occurs when there is an inability to renew a liquidity facility on a related floating rate bond issue. In the event that a current provider has liquidity problems or will not renew its agreement at an acceptable price, the Treasurer shall request bids from other liquidity facility providers in addition to considering alternative bond structures, such as auction rate bonds.

6. Reporting Requirements - The University's financial statements include an annual disclosure on the status of all interest rate swaps, including descriptions of all swaps with notional value and interest rates, credit ratings for the relative counterparties and market valuation. The University will disclose information concerning any material event involving outstanding Agreements, including a counterparty's default or termination and actual collateral postings by the University, if any, per Agreement and in total by swap counterparty to the Finance and Audit Committee.

TUITION AND FEES AND HOUSING ROOM AND BOARD

BOT 6.9

Date of Last Update:
April 17, 2026

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

Tuition and Fees and Housing Room and Board

The tuition and fee schedule shall be approved by the Board of Trustees and is published in Appendix A of this Section 6.9. The housing room and board rates shall be approved by the Board of Trustees and is published in Appendix B of this Section 6.9. The President shall approve the schedule and procedures as it relates to students in international programs affiliated with the university.

Appendix A

2026-27 Tuition & Fee Schedule

Rates Per Semester

I. Undergraduate (1)

A. Michigan Residents
1. Lower Division $8,260 for 12 to 15 credits.
$692 per credit hour for 1 to 11 credits
and for each credit hour over 15.

2. Upper Division *(2)* $8,626 for 12 to 15 credits.
$727 per credit hour for 1 to 11 credits
and for each credit hour over 15.

B. Non-residents
1. Lower Division $11,746 for 12 to 15 credits.
$985 per credit hour for 1 to 11 credits
and each credit hour over 15.

2. Upper Division *(2)* $12,092 for 12 to 15 credits.
$1,019per credit hour for 1 to 11 credits
and each credit hour over 15.

II. Graduate *(4)*

A. Masters $859 - $940 per credit hour depending on program.

B. Doctoral $1,052 - $1,115 per credit hour depending on program.

Tuition and Fees will be charged at the same rate whether instruction is delivered in-person, online, or through hybrid platforms.

A per credit hour or per course surcharge will be assessed for a small sub-set of class offerings to offset higher costs.
(1) Students classified as undergraduates registering for masters and doctorate courses pay undergraduate tuition rates.
(2) Students are classified as upper division upon earning their 55th semester credit.
(3) Students classified as graduates pay their graduate program tuition rate for all courses taken.

Appendix B

2026-2027 Housing Room and Board Rates Per Semester

Should circumstances alter the occupancy level in a unit, a comparable housing rate will be used that best matches approved rates based on the new occupancy and residence type.

Refer to the following tables:

Table A: Traditional Living Centers (Copeland, Robinson, and Kistler)
Table B: Living Center Suites
Table C: Holton-Hooker Hall
Table D: Hills, Frey & North C
Table E: Hoobler, Johnson, Ott, Weed
Table F: Niemeyer Honors Complex
Table G: Calder Apartments
Table H: Laker Village Apartments
Table I: Secchia Hall
Table J: Winter Hall
Table K: Grand Valley Apartments
Table L: Murray & VanSteeland Apartments
Table M: South CDE Apartments

TABLES

Table A: Traditional Living Centers (Copeland, Kistler, and Robinson): (1)

Room Type	2025-2026 Rate	2026-2027 Rate
Double room	$3,050	$3,150
Board plan (includes 14+ meal plan)	2,175	2,275
Single room	4,330	4,450
Board plan (includes 14+ meal plan)	2,175	2,275

Table B: Living Center Suites: (1)

Room Type	2025-2026 Rate	2026-2027 Rate
Double room	$3,870	$3,950
Board plan (includes 14+ meal plan)	2,175	2,275
Single room	4,830	4,930
Board plan (includes 14+ meal plan)	2,175	2,275

Table C: Holton-Hooker Hall(1)

Room Type	2025-2026 Rate	2026-2027 Rate
Double room	$3,870	$3,950
Board plan (includes 14+ meal plan)	2,175	2,275
Expanded double room	4,330	4,450
Board plan (includes 14+ meal plan)	2,175	2,275
Triple room	3,450	3,650
Board plan (includes 14+ meal plan)	2,175	2,275

Table D: Hills, Frey & North C(1)

Room Type	2025-2026 Rate	2026-2027 Rate
Double room	$3,870	$3,950
Board plan (includes 14+ meal plan)	2,175	2,275

Table E: Hoobler, Johnson, Ott, Weed(1)

Room Type	2025-2026 Rate	2026-2027 Rate
Double room	$4,330	$4,450
Board plan (includes 14+ meal plan)	2,175	2,275

Table F: Niemeyer Honors Complex

Room Type	2025-2026 Rate	2026-2027 Rate
Efficiency	$4,830	$4,930

Two-bedroom	4,830	4,930
Four-bedroom	3,870	3,950

Table G: Calder Apartments

Room Type	2025-2026 Rate	2026-2027 Rate
Efficiency	$4,330	$4,450

Table H: Laker Village Apartments

Room Type	2025-2026 Rate	2067-2027 Rate
Efficiency	$4,330	$4,450
Two-bedroom - four person	3,450	3,650
Two-bedroom singles	4,830	4,930
Two-bedroom-deluxe	3,450	3,650
Four-bedroom	3,870	3,950

Table I: Secchia Hall

Room Type	2025-2026 Rate	2026-2027 Rate
One-bedroom	$5,050	$5,230
Two-bedroom	4,830	4,930
Three-bedroom	3,870	3,950
Four-bedroom	3,870	3,950

Table J: Winter Hall

Room Type	2025-2026 Rate	2026-2027 Rate
Efficiency - single	$4,830	$4,930
Two-bedroom efficiency	3,870	3,950

Table K: Grand Valley Apartments

Room Type	2025-2026 Rate	2026-2027 Rate
Two-bedroom - four person	$3,050	$3,150
Two-bedroom - singles	3,870	3,950

Table L: Murray & VanSteeland Apartments

Room Type	2025-2026 Rate	2026-2027 Rate
One-bedroom	$5,050	$5,230
Two-bedroom	4,830	4,930

Four-bedroom	3,870	3,950

Table M: South CDE Apartments

Room Type	2025-2026 Rate	2026-2027 Rate
One-bedroom	$5,050	$5,230
Two-bedroom	4,830	4,930
Four-bedroom	3,870	3,950

FINANCE AND ADMINISTRATION - CONTRACTS

BOT 7.1

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

Contracts executed in the name of Grand Valley State University may be obligated only by persons specifically given that responsibility and authority by the Board of Trustees, or, if appropriate, the President or Vice Presidents of the University or their designee. The Treasurer will report, on an annual basis, the contracting authority that has been delegated to individuals at the University.

FINANCE AND ADMINISTRATION - PURCHASING POLICY

BOT 7.2

Date of Last Update:
July 01, 2026

Approved By:

- Board of Trustees

Responsible Office:
Business and Finance

POLICY STATEMENT

7.2 Purchasing Policy

Procurement Services reports to the Business and Finance Department, a unit of the Finance and Administration division. Procurement Services purchases the supplies, equipment and services which support the University's mission on a timely and best value basis. Procurement Services develops and executes sourcing strategies with departments that provide the highest professional standards, services, and practices while providing purchasing tools and programs to make each department more efficient by utilizing all University resources effectively.

A central purchasing office shall be maintained to serve the needs of the entire university. This office shall be responsible for the purchase of all materials, supplies, and services costing more than $5,000.00, as well as both purchased and rental equipment, with the following

exceptions:

1. Books, pamphlets, and periodicals for the library
2. Bookstore merchandise for resale
3. Professional legal services
4. Confidential consulting services, but only with prior approval of the Vice President for Finance & Administration.
5. Architectural services, new constructions, contractual repairs, and remodeling
6. Pro shop merchandise for resale
7. Software licenses and related maintenance agreements for Information Technology

These exemptions do not preclude impacted departments from following the purchasing policy and the required bid thresholds. Competitive sourcing requirements shall apply to these areas.

Except for the exemptions listed above, the selection of a supplier is the responsibility of the purchasing office in conjunction with the applicable department. In the selection, the purchasing office and departments shall not discriminate against any supplier on any basis

protected by applicable law. No commitment of funds shall be made by the purchasing office without prior approval of the department to which the commitment is to be charged.

The purchasing office and University departments shall accept no gift or gratuity from a potential supplier nor shall they, in the name of the University, make or attempt to make personal purchases for faculty or staff.

There are multiple ways departments can purchase goods or services, including Purchasing Card, Supplier Invoice Requests or through the Requisition for Purchase Order process.

Purchases of $4,999.00 or less do not require multiple quotes but are encouraged if departments believe the benefit would be worthwhile. The University encourages the use of a University Procurement Card for the purchase of small dollar transactions below the $4,999.00 threshold.

Splitting invoices to avoid solicitation of competitive quotes is prohibited.

For purchases from $5,000.00 to $9,999.00, the solicitation of competitive quotes is required. These informal quotations must be written, either formal quote or email, except when time or other circumstances do not permit, in which case verbal quotations are acceptable if properly documented. Procurement Services may waive the requirement for competitive quotations if supporting documentation is deemed justified. A valid sole source justification may be

permissible in lieu of obtaining quotes when applicable. Contact Procurement Services for support or guidance.

For purchases from $10,000.00 to $49,999.00 the initiating department must obtain competitive quotes from multiple suppliers to determine the best value for GVSU. These quotes must be written, either formal quote or email, and documented. A valid sole source justification may be permissible in lieu of obtaining quotes when applicable.

All purchases exceeding $50,000.00 shall be preceded by a formal competitive bid via the Request for Proposal (RFP) process with the assistance of Procurement Services,

which will post the RFP publicly. No competitive bid will be accepted if received after the date and time specified in the corresponding RFP. Unsuccessful bidders may appeal against the decision of the purchasing office to improve procedures in future purchasing or to correct any misunderstanding that may have arisen. Purchase of items when there is a sole source need not be bid.

All new supplier contracts and renewals to existing supplier contracts must be entered into Workday unless they meet one or more of the following exemptions:

- Employment Contracts
- Sponsored Contracts or Grant Agreements that are approved through the Office of Sponsored Programs
- Any agreement for a gift or donation to GVSU that is processed through University Development
- Speaking agreements or honorariums

The Vice President for Finance & Administration may exempt specific suppliers from the purchase order requirement where a purchase order adds no benefit to the process. Examples include, but are not limited to, utility payments, debt payments, and investing schedules. Any exception made shall be documented in writing.

The Vice President for Finance & Administration shall have the ability to exempt specific purchases from the bid process if deemed necessary due to extenuating circumstances or in emergency situations where the bid process would impede addressing a critical purchase essential to the operation of the university. Any exception made shall be documented with formal approval in writing.

Procurement Services shall be responsible for the orderly disposal of surplus, obsolete, worn-out

equipment, and University property, including any surplus donation requests. Any sale of University property, including excess property, for fund recoupment must be approved in advance by Procurement Services. Selling University property, including excess property, for personal gain is prohibited. Any donation requests for surplus items to local non-profit and/or charitable organizations must first be approved by the AVP of Business & Finance. This is not associated with any donations related to the Institutional Advancement Office.

PROCEDURES

Full documentation of Procurement Services procedures can be found on Grand Valley State University Business and Finance's website: Purchasing Procedures (PDF).

FINANCE AND ADMINISTRATION - TRAVEL AND MEETINGS POLICY

BOT 7.3

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

7.3 Travel and Meetings Policy

Expenditures and/or reimbursement for travel and meetings are authorized to the extent that they are necessary and reasonable and are on University business; and are subject to such limitations and documentation requirements as the president of the University may set. The Vice President of Finance and Administration shall publish current policy and the disbursing officer shall audit all claims and requests prior to payment.

The President may approve that the University provide a vehicle for use by an employee when appropriate. All limitations and requirements for use of such vehicles must be approved in advance.

FINANCE AND ADMINISTRATION - FIDELITY BONDS

BOT 7.4

Date of Last Update:

June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

7.4 Fidelity Bonds

Separate fidelity bonds shall be maintained as required by law and in amounts set by the Board of Trustees.

FINANCE AND ADMINISTRATION - FACILITIES

BOT 7.5

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

7.5 Facilities

7.5.1 Capital Projects

The responsibility for capital expenditures rests with the Board of Trustees and is delegated to the president and the treasurer at appropriate stages for specific projects.

The facilities services & planning office shall prepare a Capital Outlay Request of capital outlay needs for review and recommendation by the President for approval by the Board of Trustees and submission to appropriate state and/or federal offices. Preparation of this statement shall be done with the consultation or participation of other University administrative officers as appropriate.

Planning for and construction administration, which includes remodeling, of capital projects shall primarily be the responsibility of facilities planning staff who shall consult with and involve other members of the University community as appropriate. For capital projects of $3,000,000 or less, the President or designee shall review and approve such capital projects. The Board of Trustees shall review and approve the following items for each project over $3,000,000:

a. the architect or engineer

b. the budget

c. the funding source

d. the schedule

e. the site plan

f. the floor plans

g. the authorization to proceed with the project as presented

h. the general contractor or construction manager will be reported to the appropriate Board committee prior to approval by the full Board. If the low bidder is not proposed, the reason for not selecting the low bidder will be reported to the appropriate Board committee.

i. Construction contract change orders that cause the project budget to exceed the approved budget.

7.5.2. Contracts

Contracts for architectural and engineering services, related consultant services, new construction, remodeling and alterations, special maintenance and repairs, and property leases may be executed by the President, the Vice President for Finance and Administration, or to those designated by the President or the Vice President for Finance and Administration.

7.5.3. Naming of Buildings

The Board retains its authority to approve naming of buildings when they are named for individuals, foundations and corporations. Pursuant to Board policy 8.10, the Board shall be kept aware of naming opportunities as such opportunities develop. Once the building or area named has been conferred, that name shall remain as long as the building or area exists unless the Board subsequently determines otherwise. The authority to name University buildings is delegated to the President for those instances when the building name is simply functional in nature, e.g., Living Center. Subject to prior review with the Board Finance and Audit Committee, the President is authorized to approve the assignment of names to building areas and spaces when less than an entire building.

FINANCE AND ADMINISTRATION - PUBLIC SAFETY & PARKING

BOT 7.6

Date of Last Update:
February 07, 2022

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

7.6 Public Safety (Traffic)

Parking Services

The University shall maintain a public safety force to include trained, sworn officers with the responsibility of enforcing institutional rules and regulations and state and local law to provide a safe environment for students, faculty, staff, and campus visitors. A traffic and parking ordinance shall be approved by the President.

FINANCE AND ADMINISTRATION - INTERCOLLEGIATE ATHLETICS

BOT 7.7

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

7.7 Intercollegiate Athletics

This office is responsible for coordination, implementation and development of all athletic programs and related activities, financial support and liaison between other schools and communities for the institution, pertaining to the students involved.

FINANCE AND ADMINISTRATION - RISK MANAGEMENT

BOT 7.8

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

10.2.3 Risk Management

The office assists University representatives in the achievement of the University's mission by implementing an Enterprise Risk Management process that considers the University's risk appetite in evaluating strategic alternatives, setting related objectives, and developing mechanisms to manage related risks. In addressing the full spectrum of the University's risks and managing the combined impact of those risks, the University shall engage in risk control activities, purchase insurance when appropriate, and participate in self-insurance programs, which includes participation in a risk sharing facility called the Michigan Universities Self-Insurance Corporation (M.U.S.I.C.).

FINANCE AND ADMINISTRATION - ECONOMIC DEVELOPMENT

BOT 7.9

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

7.9 Economic Development

Consistent with its public service mission, the University has a responsibility for supporting the economic development of the state, particularly west Michigan through a variety of initiatives including but not limited to the Van Andel Global Trade Institute, the West Michigan Science and Technology Initiative through the Grand Rapids SmartZone and the Muskegon SmartZone. These efforts will involve the development and commercialization of intellectual property using University resources which may result in royalty or ownership interests for the benefit of the University.

In compliance with MCL 15.321 et seq., the President must review any conflict of interest and authorize such activities as may be deemed necessary when the University is an interested party in the joint development or commercialization of intellectual property with any employee of the University or a business in which the University employee has an equity interest. The President shall report their approval of such conflicts, including a summary of the issues and the rationale for their decision, at the next regularly scheduled Board meeting, and shall make an annual report of all such conflicts.

FINANCE AND ADMINISTRATION - AUTHORIZATION TO APPROVE COLLECTIVE BARGAINING AGREEMENTS

BOT 7.10

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

7.10 Authorization to Approve Collective Bargaining Agreements

The Board of Trustees' Finance and Audit Committee shall review and approve collective bargaining agreements between the University and the duly authorized organization representing certain employees of the University that are presented to the Finance and Audit Committee by the University's administration provided such agreements are within the budget approved by the Board.

UNIVERSITY COMMUNICATIONS

BOT 8.1 - 8.4

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

Chapter 8 University Relations Division

8.1 University Communications

This office is responsible for internal and external communications at the University and provides strategic communication advice and support to the administration. As the central communications office for the University, University Communications advances the reputation of the University among all constituents through promotion and management of the University's reputation and image. University Communications maintains the University's news bureau, manages the electronic news site, has principal responsibility for processing media inquiry, publishes official news publications, manages social media and crisis communication, produces still photography and institutional videos, and maintains the news archives and the external affairs component of the website (http://www.gvsu.edu/accountability/).

8.2 Government Relations

University Relations is responsible for liaison between the University and the state and federal governments, their committees, agencies, and departments. The activities of the University's contracted government relations vendors are supervised by this office. Responsibilities for state relations include preparation and presentation of all information and documents pertaining to annual budgets, program provisions, coordination of capital outlay projects and keeping the institution informed about pending legislation and changes affecting the institution and its constituency on the state level. The office assists in coordinating and bringing visitors to campus.

Responsibilities for federal relations include the liaison between public and private agencies at the national level to aid in seeking monies to promote, develop, and supplement the University's educational programs through major proposals; and, to keep the institution informed and responding to legislative actions in Congress which may affect the University, its employees, and its constituency. This office is also responsible for the preparation of the necessary documents to support, develop, and further the educational and research programs of the institution and, in some cases, for the betterment of the surrounding community.

8.3 Public Radio and Television Broadcasting

This office is responsible for the management, operation, programming and maintenance of the University's public television and radio stations (WGVU AM-FM-TV; WGVK-TV; WGVS AM-FM).

These noncommercial educational radio and television outlets are licensed to the Board of Trustees of Grand Valley State University. The stations provide a broad range of programming to service the educational, entertainment and informational requirements within the range of the stations' signals. In addition, the stations provide a practical laboratory for students with career goals in the media, jointly supervised by the academic guidance of the faculty of the College of Liberal Arts and Sciences and the direction of broadcasting professionals.

8.4 Institutional Marketing

This office is responsible for conveying a clear, research-based message about the University and what it offers based upon the University's mission, vision and strategic goals through the: design and implementation of an integrated marketing plan; development of publications and other visual materials; advertising; development and licensing of university images and logos; and, the University Web site.

INSTITUTIONAL ADVANCEMENT DIVISION

BOT 8.5 - 8.10

Date of Last Update:
January 26, 2026

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

8.5 Alumni/Alumnae Relations

This office is responsible for building and maintaining relations with alumni. This office shall provide information to alumni/alumnae about the University, its activities, programs, and the maintaining of communications with graduates, involving them in the future plans of the institution by publications and opportunities for service to the University.

8.6 Annual Giving

This office is responsible for the annual giving program by seeking funding for student scholarships and financial aid, faculty development, research initiatives, classroom technology, library resources, and special campus projects. Alumni/Alumnae, faculty, staff, friends, parents and businesses are asked to support the University's educational efforts through University-sponsored events, personal visits, phonathon and other communication efforts.

8.7 Special and Campaign Giving

The office is responsible for planning, coordinating and executing all aspects of fundraising campaigns for both capital and academic initiatives and to create and apply a campaign model that encompasses prospect acquisition through donor stewardship for new and current campaigns approved by the university.

8.8 Gift Planning

This office is responsible for establishing a planned giving program that promotes the growth of the University endowment through the creation of planned deferred and current gifts through such vehicles as bequests, stocks, retained life estate, charitable gift annuity, charitable remainder trusts, charitable lead trust, appreciated real estate, and retirement assets.

8.9 Development Services

The office is responsible for supporting the day-to-day administrative operations of the Institutional Advancement division. Responsibilities include: identify, profile and prioritize prospective donors and groups of donors as the Development unit works to expand and strengthen the university's donor base; maintain the University's comprehensive alumni/alumnae and donor data base system; coordinate events to enhance relations with current University donors and introduce potential supporters to the University; publish regular mass communications to donors and friends to inform and involve, support mass solicitations; develop protocols and guidelines for acceptance of gifts consistent with University policies; and provide support for and serve as a liaison with the Grand Valley University Foundation.

8.10 Donor Relations and Stewardship

When a program, faculty chair, or scholarship fund has been named by the Board of Trustees in honor of an individual, foundation, or corporation, that name shall remain in eternity, provided the program, faculty chair, or scholarship continues to exist. Regarding naming of buildings, on a periodic basis at least annually, the President shall review with the Board Finance and Audit Committee the philanthropic parameters for naming of new and existing buildings and a list of buildings as potential naming opportunities. Other requirements regarding naming of buildings is in Section 7.5.3.

DIVISION OF PEOPLE, EQUITY AND CULTURE

BOT 9.1 - 9.10

Date of Last Update:
June 11, 2025

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

9.1 Commitment to Diversity, Equity, and Inclusion and Equal Employment Opportunity and Antidiscrimination

Grand Valley State University is committed to inclusion and equity, and strives to establish a climate that welcomes and affirms the contributions of all students and employees. The University is guided by values for inclusiveness and community which are integral to our mission to educate students to shape their lives, their professions, and their societies, and to enrich the community through excellent teaching, active scholarship, and public service. The University strives to provide all members of its community an inclusive environment and equitable opportunities for success.

The University is also committed to maintaining a climate conducive to an educational, living, and employment environment that is free from unlawful acts of harassment and discrimination, as well as those defined by this policy. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. It is neither the purpose nor intent of this policy to infringe on the First Amendment or academic freedom as defined by the University.

The University is an antidiscrimination, equal employment opportunity institution, consistent with its obligations as a federal contractor. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the University.

Members of the University community, including students, employees, faculty, staff, administrators, Board members, consultants, vendors, others engaged to do business with the University, candidates for employment or admissions, and visitors or guests have the right to be free from acts of harassment and discrimination, including sexual misconduct, as defined by this policy. In accordance with applicable federal and state law and this policy, acts of discrimination or harassment by members of the campus community are prohibited if they discriminate or harass on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty military status or weight. This includes inappropriate limitation of, access to, or participation in educational, employment, athletic, social, cultural, or other University programs and activities. The University will provide reasonable accommodations to qualified individuals with disabilities. Limitations are lawful if they are: directly related to a legitimate University purpose, required by law, or lawfully required by a grant or contract between the University and the state or federal government. For the purposes of this policy, sex-/gender-based harassment includes sexual misconduct, sexual assault, interpersonal or relationship violence, and stalking.

9.2 Equal Employment Opportunity and Antidiscrimination

The EEO Officer provides leadership for all facets of promoting and monitoring equal employment opportunities and the University's antidiscrimination program. The Equal Employment Opportunity/Antidiscrimination Office monitors the implementation of the Board of Trustee's 4,1,2 Equal OpportunityPolicy, develops educational programs on antidiscrimination and equal opportunity laws, policies, and procedures as well as issues of harassment and discrimination, and investigates and addresses related complaints.

9.3 Employee Accessibility Resources

This office promotes the full inclusion of individuals with disabilities, and supports the University's compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of the Department of Education. Its mission is to provide support resources and accommodations that enhance the environment for employees with disabilities, and help to educate the University community on disability issues.

9.4 Office of Civil Rights and Title IX

The Office of Civil Rights and Title IX is responsible for monitoring and oversight of overall implementation of the University's Title IX compliance, including the coordination of training, education, communication, and administration of procedures for addressing complaints of sexual discrimination, which is sexual harassment and sexual misconduct including sexual assault, dating/domestic violence, and stalking, for faculty, staff, students and other members of the University.

9.5 Inclusion and Equity Institute

The Inclusion and Equity Institute strives to further the diversity, equity, and inclusion goals of people, organizations and communities locally, regionally and nationally. As a part of the University's commitment of public service, the work of the Inclusion and Equity Institute is intended to create learning opportunities through collaborative partnerships and customized programs to uniquely meet desired goals and outcomes.

9.6 Employee Ombuds

The Employee Ombuds Office offers confidential voluntary services to help faculty and staff create and maintain a positive working environment, including exploring options, communication and conflict coaching, group facilitation and feedback to campus leaders regarding systemic issues.

9.7 Human Resources

The Human Resources Office recruits the best talent for the university and serves employees with opportunities for growth, technical and strategic support. The Human Resources Office acts as forward-thinking, strategic partners who care for and anticipate the needs of the GVSU community, and believe in the development and administration of an inclusive and equitable employee experience at GVSU.

ENROLLMENT DEVELOPMENT AND COLLEGE FUTURES

BOT 10.1 - 10.10

Date of Last Update:
January 26, 2026

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

10.1 Admissions

The Admissions Office is responsible for all matters pertaining to dissemination of information to potential students/learners (undergraduate and graduate level), recruitment of students, entrance requirements, promotional visits to secondary schools and community colleges, communications with prospective students and parents, campus visits, and makes recommendations concerning admissions policies and procedures. The President or designee has ultimate responsibility for the establishment of admissions requirements for the institution.

10.2 Financial Aid and Scholarships

The student financial aid program brings together many sources of financial assistance and other resources to meet the needs of students in financing their educational costs. An institutional goal is equal access to educational opportunity for every qualified student seeking admission and scholarships, loans, grants, work-study, and other employment opportunities from federal and private funding sources shall be allocated based upon a sound institutional packaging philosophy. The Office of Financial Aid and Scholarships provides software, materials, and workshops to help students develop money management skills and assist them in becoming financially literate.

10.3 Orientation

Based upon the premise that the transition from high school or community college into Grand Valley State University is an on-going developmental process, orientation services affecting new students from the point of admissions through at least their first term at the University shall be provided. Coordination of information flow, individual new-student needs assessment, liaison with the University divisions, coordination of academic advising, and orientation programs are considered to be essential elements of the University

orientation program.

10.4 Retention of Students

Various units, and appropriate administrators, have additional responsibility for the coordination of the University's retention efforts. On a periodic basis, the President and Senior Leadership Team shall review the retention efforts and graduation rates and evaluate whether any action should be taken.

10.5 Institutional Analysis

The Office of Institutional Analysis conducts research about the University's resources, processes and outcomes. Office staff provides decision support for the Enrollment Development Division to support the University's strategic plan with outcomes and data analysis. The office serves the broader University community in its role as a repository of data about the University and its students, faculty and staff.

10.6 Records and Registration

The primary responsibilities of the records and registration function are the processing of admission applications, registration of all students, the maintenance of student academic records, the administration of transcript evaluations, residency reclassification, enrollment certifications, teacher certification, the production of management reports and enrollment statistics, graduation audits, and the protection of student rights relative to the release of personally identified information. This office is responsible for the implementation of the Family Educational Rights and Privacy Act, as amended. This office will administer the policy regarding residency requirements for in-state tuition and such policy be approved by the President.

10.7 Student Employment

Through the University work-student and regular employment programs, opportunities are provided to qualified students admitted to the University to work while enrolled in courses and through the summer months. It is the policy of the university to assure all qualified students the opportunity for part-time employment. The Student Employee Policy and Rate Schedule is approved by the President and published by the Office of Financial Aid and Scholarships.

10.8 Office of Diverse Student Populations and Retention Initiatives

The Office of Diverse Student Populations and Retention Initiatives is designed to provide direct access and comprehensive, specialized services to increase retention for learners from racially minoritized backgrounds, scholarship and support programs such as the Thompsons Scholars and Oliver Wilson Scholars. These supports are provided through a holistic student development approach that includes intrusive and intentional mentoring, academic advising, leadership and career development, supplemental instruction, tracking and monitoring and addressing basic needs, while creating a sense of belonging. Additionally, the Office of Diverse Student Populations and Retention Initiatives facilitates pre-college programming and outreach to prepare and inspire students from underrepresented and marginalized backgrounds to aspire to higher education and see the University as a viable college choice. These programs and initiatives are intended to assist students in developing college knowledge and removing barriers to allow for successful college entry by connecting them to campus and community resources.

10.9 Federal TRIO Programs and McNair Scholars

The Federal TRIO Programs (TRIO) are federally-funded outreach and student services programs and include: Education Talent Search, Upward Bound, Veterans Upward Bound, Student Support Services (Classic, STEM-Health Sciences, Teacher Preparation), and McNair Scholars.

INFORMATION TECHNOLOGY

BOT 11.1

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

The primary goal of Information Technology is to provide technology services and support for the University's instruction, research, administrative processes and public service mission and to ensure that these can be carried out in a safe and secure fashion. The unit is responsible for providing leadership and developing a vision to align informational technology services with that of the University mission to identify and inform faculty, students and staff about both current and emerging technologies that may be related to its activities. The unit also provides instruction on the uses of the technology and assists all University operations in the procurement of appropriate new information technologies. The informational technology unit is also responsible to ensure that the University's digital assets and posture are secured and that data is stored securely and responsibly. The information technology unit is also responsible for ensuring the continuity and recoverability of the University's technical infrastructure.

OMNI

BOT 12.1

Date of Last Update:
January 26, 2026

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

Grand Valley State University's Omni promotes adult-serving, regionally-distributed, alumni-relevant, career-ready, and enterprise-enabled solutions. GVSU Omni provides students with the flexibility of virtual and in-person learning with the structure, stability, and support of physical campuses conveniently located across the state. Comprised of adult focused programming, the Career Center, the Peter Seccia Military and Veterans Resource Center, and regional campuses and locations across Michigan, Omni partners with stakeholders across the university and in the community to support all students, particularly adult students, in achieving their academic goals.

GENERAL COUNSEL

BOT 13.1

Date of Last Update:
January 26, 2026

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

The Office of General Counsel is responsible for proactively supporting the University's mission through development of sound legal practices, provision of legal advice and assistance, and assurance that all legal affairs of the university are properly handled through effective risk management. This office shall be the coordinating office for Freedom of Information Act requests.

The President, Vice President and General Counsel, or designee will contract for any legal services that may be necessary in the conduct of the affairs of the University, which includes the President's authority to institute such legal proceedings as may be necessary for the proper conservation of assets or the protection of interests of the University. The coordination of these services will be in one administrative office to ensure maximum efficiency

13.2 Indemnification. It is the policy of Grand Valley State University to support its Board members, offices, faculty, and staff in the reasonable and proper performance of their official duties, and to support students and volunteers when performing services on behalf of or under the direction of the university. Should university personnel become involved in litigation because of such duties, the university will assume their defense, provide legal counsel, and satisfy resulting judgments against them.