

Faculty Handbook
Revisions for 2016-17

Prepared for Provost and Executive Vice Chancellor
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Black = Existing *Handbook* language

Red = Proposed new *Handbook* language

Faculty Handbook
Revisions for 2017

The following recommended Faculty Handbook revisions are the result of actions by the Faculty Senate and approvals by the Provost during the academic year 2016-2017.

Item 1: Section 7.3.4.16 regarding Committees

7.3.4.16 University Forum Committee – Approved by Faculty Senate on April 10, 2017

Explanation: The addition 7.3.4.16 creates a section for the University Forum Committee following the same format as sections in the Faculty Handbook for other University Committees.

7.3.4.16 University Forum Committee

(a) **Members on Committee: 7 faculty. The vice-provost for undergraduate education shall serve as an ex-officio non-voting member and shall convene the first meeting, at which the voting membership shall elect a chair;**

(b) **report to: the provost and executive vice-chancellor;**

(c) **areas of responsibility: select and arrange for campus appearances of a variety of distinguished speakers for the purpose of enlightening and educating the campus community on issues of current interest; administer the External Scholars Grant Program, which brings distinguished academics and scholars from across all disciplinary areas to enhance the scholarship and/or pedagogy of the faculty.**

Item 2: Section 4.4.6 Submission of the Portfolio for Tenure and/or Promotion

4.4.6 Submission of the Portfolio for Tenure and/or Promotion – Approved by Faculty Senate on April 10, 2017.

Explanation: This is to update the Faculty Handbook to show current procedures.

4.4.6 Submission of the Portfolio for Tenure and/or Promotion

The entire P&T Portfolio (the P&T dossier and the collection of artifacts/documentation) shall be submitted to the department chair for consideration by the departmental promotion and tenure committee. **The P&T Dossier as highlighted in section 4.4.5.1 must be submitted electronically. Artifacts and documentation may be submitted electronically or in printed form or a combination.** The departmental promotion and tenure committee and department chair shall use both the dossier and the collection of artifacts when evaluating the candidate for tenure and/or promotion. However, after departmental deliberations are completed, only the P&T dossier shall leave the department and go to the dean of the candidate's college. The collection of

artifacts/documentation shall be stored in the department and be available upon request during the remainder of that faculty member's P&T process.

Item 3: Section 4.6.3 Conference with the Dean

4.6.3 Conference with the Dean – Approved by Faculty Senate on April 10, 2017.

Explanation: The proposed change adds a time period within which a faculty member can request a conference with a dean concerning non-reappointment.

4.6.3 Conference with the Dean

The dean of the faculty member's college/school shall send the faculty member by certified mail, return receipt requested, a written notice of non-reappointment. This notice shall direct the faculty member to section 4.11 of this *Faculty Handbook* for information on review procedures and to this section of the *Faculty Handbook* regarding the right to a formal conference with the dean, and subsequently with the provost and executive vice chancellor. Within ten (10) working days after receiving a written notice of non-reappointment, the faculty member may request in writing a private conference with the dean to discuss the reasons for non-reappointment. This request shall be granted and the conference held within ten (10) working days after receipt of the request if possible, at which time the reasons for the decision shall be communicated to the faculty member.

Within ten (10) working days after the conference, the dean shall give the faculty member a written statement of whether the original decision remains in effect. Each such decision shall be communicated for information to the provost and executive vice chancellor. Following the conference with the dean, the faculty member may **within fifteen working days** request a conference with the provost and executive vice chancellor to review reasons for non-reappointment.

At the conference with the dean and provost, on three working days' written notice, the faculty member may be accompanied by an observer of their choosing. If the faculty member chooses an observer, the dean/provost may be accompanied by an administrator observer. Unless otherwise agreed, observers may not take part in the discussion between the faculty member and the dean/provost. Observers may not be present as attorney for either party. Because confidential personnel file information will be discussed at the conference, the faculty member and any observers must sign an Observer Waiver. This document includes the faculty member's authorization of the observer(s) to hear such confidential information, and commits the observer(s) to maintain the confidentiality of such information unless the faculty member subsequently authorizes disclosure.

Item 4: Section 4.11.3.7.2 regarding The Grievance Procedure

4.11.3.7.2 section regarding Grievance Procedure – Approved by Faculty Senate on November 14, 2016.

Explanation: This change adds a timeframe to ensure a case is heard in a timely manner.

4.11.3.7.2 If mediation fails, no record of the mediation will be released other than an unelaborated written statement from the mediator to the chair of the FGHC that mediation was attempted and was unsuccessful. Copies of the unelaborated written statement will be provided to the parties specified in [section 4.11.3.5.1](#), above. Under no circumstances may the mediator be called as a witness in any subsequent proceeding, nor may any statements made during mediation be used against either party in a formal grievance hearing or any other forum. The mediator will dispose of any documents used in the process. **Upon notification of the failure of mediation, the grievant must notify the chair of the faculty grievance committee in writing within 5 working days of the desire to proceed with the grievance hearing.** Since the FGHC has already determined that the grievant’s petition merits the committee’s consideration, the grievant’s written notification to the FGHC chair of a desire to proceed to a formal grievance hearing will be automatically granted. The grievant may end the process at any time from this point forward.

Item 5: Section 4.11.3.9 regarding The Grievance Procedure

4.11.3.9 Grounds and Procedures for Review of Grievance (Non-disciplinary) Cases - Approved by Faculty Senate on April 10, 2017.

Explanation: Addition to clarify that an advisor-advocate may not be called as a witness.

4.11.3.9 Faculty members shall be allowed to be represented at a grievance hearing by an advisor-advocate of his or her choice as long as that person is not serving as the faculty member’s attorney. If the faculty member chooses to be represented by an advisor-advocate, the respondent may likewise be represented by an advisor-advocate. **However, no advisor-advocate may be called as a witness.** The faculty member also shall be allowed to have an attorney present as an observer, and if the faculty member so elects, the respondent may likewise have an attorney present as an observer. Attorney-observers are not, however, permitted to speak, although a party may consult with her or his attorney-observer during breaks in the hearing as well as at any other stage in the process aside from the hearing. Presence at the hearing is limited to the members of the FGHC, the grievant, the respondent(s), the parties' advisor-advocates and/or attorney-observers, if any, and a designated recorder.

The hearing shall begin with a presentation by the faculty member or faculty member's advisor-advocate of evidence designed to support the faculty member's contentions. The presentation shall be limited to those matters specified in the request for a hearing on which the FGHC based its agreement to conduct the hearing or to such other matters specified in [section 4.11.3.5.2](#). FGHC members may question all witnesses presented by any party, the grievant, and the respondent(s). At the conclusion of the hearing, the FGHC shall meet in closed session to consider the matter. The FGHC may consider only such evidence as was presented at the hearing

and need consider only the evidence offered that it considers fair and reliable. The burden is on the aggrieved faculty member to satisfy the FGHC, by a preponderance of the evidence, that her or his contention is true. After the conclusion of the hearing, the FGHC shall complete its deliberations and produce its decision within twenty (20) working days.

Item 6: Section 4.13.4.4.5 regarding Periodic Reopening of the Departmental Chair Position

4.13.4.4.5 Periodic Reopening of the Department Chair Position – Approved by Faculty Senate on April 10, 2017. Deletion of current 4.13.4.4.6 approved April 10, 2017)

Explanation: The change to 4.13.4.4.5 exchanges the position of “dean of the college” for the “department’s Equal Opportunity Associate (EOA) in that section since the position of EOA no longer exists. 4.13.4.4.6 was removed to reflect current procedures.

4.13.4.4.5 The ~~dean of the college~~ department’s Equal Opportunity Associate (EOA) will convene the meeting. The faculty shall select a member to chair the meeting, conduct all balloting, prepare minutes of the meeting, and immediately inform the departmental faculty and the dean of the college of the ballot results. Minutes of the meeting shall only record those faculty present and the ballot results, and shall be sent to the dean of the college. The paper ballots for this vote shall be kept in sealed, labeled, and dated envelopes, and filed in the office of the dean.

~~4.13.4.4.6 In order to institute the reopening of the chair position in an orderly way so that all chair positions will not be reopened at the same time, the following schedule is to be implemented. Beginning with the first academic year in which the new policy is adopted (i.e., the 1999–2000 academic year), if a chair has served in that position for:~~

- ~~(a) 1–2 years, the first reopening would occur 5 years later;~~
- ~~(b) 3–5 years, the first reopening would occur 3 years later;~~
- ~~(c) 6 or more years, the first reopening would occur 2 years later.~~

Item 7: Section 6.2.2.1.3 Procedures for Application and Approval

6.2.2.1.3 Procedures for Application and Approval — Approved by Faculty Senate on April 10, 2017.

Explanation: Clarification that tenure-track faculty votes on OCSAs since only tenure-track faculty are eligible for an OCSA.

6.2.2.1.3 Procedures for Application and Approval

- (a) A request for an off-campus scholarly assignment must include a detailed statement of the proposed project or activity and be submitted to the chair of the department;
- (b) Departmental approval by majority vote of the **tenure-track** faculty and the endorsement of the departmental chair are required before an application is submitted

to the dean of the college/school for action. The dean will thereafter submit the proposal, along with the dean's endorsement or rejection, to the provost and executive vice chancellor;

- (c) A request for an off-campus scholarly assignment should be submitted at least six months prior to its effective date;
- (d) Every effort will be made to grant approved OCSA requests for faculty; however, all requests for OCSAs are resource-dependent.