

Revisions to Faculty Handbook
From 2009 version to 2010 version
2/24/10

Final Suggested Changes

[New language added since original distribution is underlined]

1. “Day” does not include a day the university is closed.

II.F. Word Usage: “Day indicates a calendar day, unless otherwise specified. If, however, a specified deadline falls on a day when the university is not scheduled to be open, or is not actually open for business (as in an emergency closing, a holiday, or a weekend), the deadline shall be the next day the university is actually open for business.”

2. Each instructional faculty member has an academic home unit and a primary appointment, and those terms are defined.

II.F. Word Usage: “Home unit is defined as the academic unit where an instructional faculty member’s academic responsibilities reside, even if the faculty member’s primary appointment is held in an administrative unit.”

II.F. Word Usage: “Primary appointment is defined as the academic or administrative unit where a faculty member spends the majority of his or her working time and effort. If a faculty member is on an evenly divided appointment, either unit may be designated as the primary appointment.”

III.B.2.a. Instructional Faculty: “Individuals who devote at least 50 percent of their appointment to teaching and research functions of the university and Academic Unit Heads are defined as instructional faculty members. Each instructional faculty member, including those with primary assignments in an administrative unit, shall have an academic unit identified as the faculty member’s home unit, in which his or her academic responsibilities reside.”

3. Instructional faculty members must grade and turn back assignments in a timely manner.

III.A.2.b.(15) “A faculty member is expected to give students useful feedback on the performance of course-related tasks in a timely manner and on a regular basis during the semester in order to allow students the opportunity to take full advantage of the learning experience.”

4. Change name of office.

III.A.8. Harassment: “Faculty members are prohibited from harassing any member of the university community. A member of the university community may file a harassment complaint against an instructional, administrative or professional faculty member by contacting the university’s Office of Equal Opportunity.”

5. The minimum number of office hours per week may be set by the academic unit (instead of 5 hours mandated).

III.A.14. Office Hours. Each faculty member is responsible for being accessible and responsive to students, including maintaining office hours as scheduled in accordance with the policies of the academic unit. See Section III.A.2.b.(13). These hours should be staggered from day to day to accommodate students and other faculty members. A schedule of office hours shall be posted and carefully followed to avoid confusing and discouraging students who may desire conferences. Each full-time faculty member shall post regular office hours and should be available during other hours by appointment.

6. Faculty members are required to attend faculty meetings and meet with supervisors at their request.

III.A.19. Participation in Meetings: “A new faculty member is required to participate in new faculty orientation. During the contract period, a faculty member is required to attend faculty meetings, and to meet with his or her academic unit head, supervisor, and other supervisory officials at their request.”

7. Change name of office and indicate that accommodations are required by law.

III.A.22. Religious Accommodations: “The university will consider requests for reasonable accommodations to enable faculty members who need accommodations for religious practices, provided those accommodations will allow them to perform their jobs. A faculty member who cannot perform his or her job even with reasonable accommodations is not entitled to continued employment. A faculty member is responsible for informing either his or her supervisor or the Office of Equal Opportunity of the need for accommodations for a religious practice. The faculty member is also responsible for providing appropriate documentation for the religious practice as required by law and for cooperating with the university in attempting to reach an agreement on a reasonable accommodation.”

8. Special appointments are in addition to (not instead of) designations of position and full-time or part-time status.

III.B.3. Special Appointments: “A faculty member may be given any of the following designations, in addition to being designated instructional or A&P, and full-time or part-time, or in the case of emeritus faculty members, on the event of their retirement from the university.”

9. Affiliate faculty members shall have their responsibilities described in writing.

III.B.3.b. Affiliate Faculty: “The details of the affiliation with additional academic units should be communicated in writing, so that the faculty member’s voting rights and responsibilities in the additional academic unit, evaluation procedures, assignment of duties, etc. are clearly defined.”

10. Affiliated researchers shall have their rights and responsibilities described in writing.

III.B.3.i. Affiliated Researcher: “The details of the affiliation with the academic unit should be communicated in writing, so that the individual’s rights and responsibilities in the academic unit are clearly defined.”

11. Indicate that hiring is contingent on criminal background check for new employees.

III.C.2. Appointment of Faculty Members: “After the search the AUH or hiring authority shall make the offer of appointment subject to approval by the dean, the appropriate vice provost, the appropriate vice president, the president, and the BOV. All offers are contingent upon references and background verification.”

III.C.3. Appointment of Academic Unit Heads: “After the search the dean shall make the offer of appointment subject to approval by the appropriate vice provost, the provost, the president, and the BOV. All offers are contingent upon references and background verification.”

III.C.4. Appointment of Assistant and Associate Deans of Academic Colleges: “The dean will make the offer of appointment, subject to approval of the appropriate vice provost, the Provost, the president, and the BOV. All offers are contingent upon references and background verification.”

III.C.5. Appointment of Assistant and Associate Deans of University-wide Programs: “The dean will make the offer of appointment, subject to approval of the appropriate vice provost, the Provost, the president, and the BOV. All offers are contingent upon references and background verification.”

III.C.6. Appointment of Deans of Academic Colleges: “After the search, the appropriate vice provost or the Provost shall make the offer of appointment, subject to the approval of the Provost (where the offer is made by the appropriate vice provost), the president and the BOV. All offers are contingent upon references and background verification.”

III.C.7. Appointment of A&P Positions in the Office of the Provost, and of Deans of University-wide Programs: “The Provost shall make the offer, subject to the approval of the president and the BOV. All offers are contingent upon references and background verification.”

III.C.8. Appointment of Vice Provosts: “After the search, the Provost shall make the offer of appointment, subject to the approval of the president and the BOV. All offers are contingent upon references and background verification.”

III.C.9. Appointment of the Provost: “After the search, the president shall make the offer or give further instruction to the committee. All offers are contingent upon references and background verification.”

12. A substantial change in a faculty member’s position or primary assignment must be documented.

III.D.8. Change in Appointment: “For the procedures to change the appointment of a faculty member, including promotion, award of tenure, change in title, rank, status, type of appointment, salary and special assignments, see Manual of Policies and Procedures, Policy 2113, Instructional Faculty Contract Changes. A substantial change in a faculty member’s position or primary assignment must be documented and communicated with the faculty member.”

13. Faculty members and evaluators have responsibility to cooperate in evaluation.

III.E.1. Evaluation Fundamentals: “The faculty member and the evaluator have dual responsibility to cooperate in all aspects of the evaluation.”

14. Initial evaluations of first year faculty members must be completed by the AUH by the end of the third (not fourth) week in the second full semester.

III.E.3.d. Deadline: “The initial evaluation process shall be completed by the end of the third week of the second full semester.”

15. A supervisor of an instructional faculty member with a primary assignment outside of an academic unit has the responsibility for performing the annual evaluation, with input from the AUH.

III.E.4. Annual Evaluation: “If an instructional faculty member’s primary assignment is outside of an academic unit (e.g., in a center, institute, or administrative department), the person who performs the annual evaluation shall be the supervisor of the primary assignment, with input from any AUH where the faculty member teaches or has other responsibilities.”

16. The minimum weight for any performance area is ten percent.

III.E.4.a. Faculty Anticipated Activity Plan: The relative weights of the three performance areas of teaching, scholarly achievement and professional qualifications, and professional service for an individual faculty member shall be determined by the faculty member and the AUH prior to the

start of the academic year, and the minimum relative weight for any area shall be ten percent. The agreement should be shared with the AUPAC.

17. AUH must note on annual evaluation whether faculty member failed or declined to sign.

III.E.4.i. Final Evaluation: "If the faculty member does not sign the final evaluation, the AUH will forward it to the dean with a notation that the faculty member declined or failed to sign."

18. Early promotion applications require presentation of a compelling case for approval.

III.E.6. Promotion in Academic Rank: "If a faculty member applies for promotion before completing five years in academic rank, he or she must present a compelling case to be awarded promotion."

19. Nominees for promotion may decline nomination without prejudice, and any applicant or nominee who fails to submit materials by deadline shall not be considered for promotion.

III.E.6.b.(1) The faculty member shall be informed if the AUPAC or AUH has nominated the faculty member, and shall have the option to accept or decline the nomination without prejudice. The faculty member who wishes to be considered for promotion shall submit a summary of activities and accomplishments in the areas of teaching, scholarly achievement and professional qualifications, and professional service to the AUH and AUPAC by Oct. 1. Failure by the faculty member to submit a summary of activities and accomplishments by the Oct. 1 deadline shall constitute a refusal of a nomination or withdrawal of an application, and no consideration of promotion is required."

20. Applicants for simultaneous promotion and tenure may withdraw either application and proceed on the other, but withdrawal of a tenure application in the penultimate year is a resignation.

*III.E.7.a. Purpose: "If an application for tenure also includes an application for promotion, the procedures and standards to be used are the tenure procedures and standards. An applicant for both promotion and tenure may withdraw either application, and proceed with the remaining application, using the procedures for the remaining application from the point of withdrawal. A withdrawal of a tenure application in the penultimate year of a probationary period will be deemed a resignation **effective** at the end of the probationary period. See Section III.E.7.f."*

21. A tenure applicant who withdraws the application in the penultimate year cannot apply for tenure again, but a withdrawal in an earlier year does not prohibit a future application.

*III.E.7.f.(2): In all cases, a candidate for tenure may withdraw without prejudice from consideration prior to receiving official notification of the tenure decision. Withdrawal from tenure consideration in the penultimate year of the probationary period will be considered resignation effective at the end of the probationary period, and no further applications for tenure **may be submitted in the AU**. Withdrawal from an early tenure consideration (in any year earlier than the penultimate year) will not prohibit the faculty member from applying for tenure at a later date, as long as the application is submitted by the penultimate year of the probationary period.*

22. Tenure denial precludes a faculty member from applying for tenure again, but an A&P faculty member denied tenure may be continued in employment at the option of the supervisor.

*III.E.7.f.(11): Faculty members on tenure track who are denied tenure at any point during the probationary period shall be given a one-year terminal contract, and may not apply for tenure again **in the AU**. Notice of non-reappointment shall be given not later than May 1 of the penultimate year of the probationary period. Denial of tenure for an A&P faculty member does not necessarily preclude continuation of the A&P faculty member in that contract status, but the*

denial may be considered in the supervisor's determination of whether to continue the appointment.

23. Governance structure for academic units which are not housed in a college are determined by the faculty and approved by the vice provost and provost.

IV.A. College Governance: For academic units or schools which do not exist within a college, the academic unit or school shall determine the specific structure and membership of its governance bodies, and these shall be approved by the faculty, the head of the unit, the appropriate vice provost, and the provost.

IV.B. Academic Unit Governance: Each academic unit of the university shall determine the specific structure and membership of its AUPAC (See III.E.2.a.) and any other governing bodies. The academic unit faculty and AUH, the dean (if the AU resides in a college), the appropriate vice provost, and the Provost must approve this structure. The responsibilities of the AUPAC in the area of personnel include:

- *Advising the AUH on personnel matters at the academic unit level;*
- *Serving as an appeal body for evaluations.*

The academic unit governing bodies may also be involved in promoting communication within the academic unit, or other appropriate responsibilities.

24. Course and program review for an academic unit not housed in a college does not require college review.

IV.D.1.a. Undergraduate Course Review Procedures: Proposals for undergraduate course additions, deletions and changes shall be reviewed and approved by the academic unit(s) and AUH(s) involved. After academic unit review, the proposals shall be submitted with recommendations to the appropriate college curriculum committee, except where an academic unit or school is not housed in a college, in which case the proposal shall be made available for university-wide review.

IV.D.1.b. Undergraduate Program Review Procedures: Proposals for undergraduate program creation, deletion and modification shall be reviewed by the academic unit(s) and AUH(s) involved. New programs must be developed according to the pre-proposal process established by the provost's office. After academic unit review, the proposals shall be submitted with recommendations to the appropriate college curriculum committee, except where an academic unit or school is not housed in a college, in which case the proposal shall be made available for university-wide review.

IV.D.2.a. Graduate Course Review Procedures: Proposals for graduate course additions, deletions and changes shall be reviewed and approved by the AUH or, with permission of the academic unit, the program coordinators involved. After program-level review, the proposals shall be submitted with recommendations to the appropriate college curriculum committee, except where an academic unit or school is not housed in a college, in which case the proposal shall be made available for university-wide review. . . . Following the Committee on Academic Programs approval, course proposals are reviewed by the Provost or his or her designee. Approval of the dean(s) is required before proposals are forwarded to the vice provost and Provost, except where an academic unit or school is not housed in a college.

IV.D.2.b. Graduate Program Review Procedures: Proposals for graduate program creation, deletion and modification shall be reviewed by the program(s) and AUH(s) or program coordinators involved. New programs must be developed according to the pre-proposal process established by the Provost's office. After program-level review, the proposals shall be submitted with recommendations to the appropriate college curriculum committee, except where an academic unit or school is not housed in a college, in which case the proposal shall be made available for university-wide review.

IV.D.3.b. Five Year Program Procedures: After program-level review, the proposals shall be submitted with recommendations to the appropriate college curriculum committee, except where an academic unit or school is not housed in a college, in which case the proposal shall be made available for university-wide review. . . . Approval of the college-level committee(s), dean(s) and appropriate vice provost(s) are required before the proposal is forwarded to the Provost, except where the academic unit or school is not housed in a college.

25. Minor changes to existing courses do not require 15 day posting period, and vice provost and provost need not approve.

IV.D.1.a. Undergraduate Course Review Procedures: Minor changes to existing courses that do not involve resources may be administratively approved by the academic unit Curriculum & Instruction (C&I) representative, the AUH, the college C&I chair, the college dean, or his or her designee without full review of the college C&I committee, with no 15 day posting period.

IV.D.2.a. Graduate Course Review Procedures: Minor changes to existing courses that do not involve resources may be administratively approved by the academic unit Curriculum & Instruction (C&I) representative, the AUH, the college C&I chair, the college dean, or his or her designee without full review of the college C&I committee, with no 15 day posting period.

26. Proposals for graduate courses can be reviewed and approved by program coordinators, with approval of academic unit.

IV.D.2.a. Graduate Course Review Procedures: Proposals for graduate course additions, deletions and changes shall be reviewed and approved by the AUH or, with permission of the academic unit, the program coordinators involved.

27. The sequence for review of graduate courses and programs is clarified.

IV.D.2.a. Graduate Course Review Procedures: Approval of the college-level committee(s) is required before the proposal may be made available for Graduate Council review. Following college-level approval, course proposals are reviewed and voted on by the Graduate Council and the dean of The Graduate School. Following Graduate Council approval, course proposals are subject to university-wide review. Course proposals must be available for university-wide review for a minimum of 15 days. A college-level decision on a course proposal which has been approved by the Graduate Council and the dean of the Graduate School stands unless it is contested within 15 days to the Committee on Academic Programs. Following the Committee on Academic Programs approval, course proposals are reviewed by the Provost or his or her designee.

IV.D.2.b. Graduate Program Review Procedures: Following college-level approval, course proposals are reviewed and voted on by the Graduate Council and the dean of The Graduate School. Following Graduate Council approval, course proposals are subject to university-wide review. Program proposals must be available for university-wide review for a minimum of 15 days. A college level decision on a program proposal stands unless it is contested within 15 days to the Committee on Academic Programs. Following the university-wide review, the proposals for the creation, deletion or significant modification of all academic programs shall be submitted to the Committee on Academic Programs. If there is any question about the need for review by the Committee on Academic Programs, the originator of the proposal shall contact the chair of the Committee on Academic Programs, who shall determine the need for review and publish a summary of such determinations in a timely manner. Following the Committee on Academic Programs approval, course proposals are reviewed by the provost or his or her designee.

IV.D.3.b. Five Year Program Procedures: Approval of the college level committee(s) is required before the program proposal maybe made available for Graduate Council review. Following

college-level approval, program proposals are reviewed and voted on by the Graduate Council and the dean of The Graduate School. Following the graduate council approval, course proposals shall be made available for university-wide review. Program proposals must be available for university-wide review for a minimum of 15 days. A college level decision on a program proposal which has been approved by the Graduate Council stands unless it is contested within 15 days to the Committee on Academic Programs. Following the university-wide review, the proposals for the creation, deletion or significant modification of all academic programs shall be submitted to the Committee on Academic Programs. If there is any question about the need for review by the Committee on Academic Programs, the originator of the proposal shall contact the chair of the Committee on Academic Programs, who shall determine the need for review and publish a summary of such determinations in a timely manner. For the purposes of program review, the General Education Council functions as a college curricular committee. Program proposals which are approved by the Committee on Academic Programs are reviewed by the provost or his or her designee.

[NOTE: The committee has removed one previous recommendation. Due to the comments received, discussions in the Faculty Senate and Academic Council, and the subsequent discussion of the topic by the committee, this suggestion no longer appears in the recommendations reflected here. The recommendation was originally for one of the two performance ratings of “excellent” required for promotion to full professor be in teaching. The committee feels that there is no consensus on campus to change the current language, and faculty members currently employed would be disadvantaged by a change in the requirements for promotion to full professor.]