

## Proposed Faculty Handbook Suggested Changes for 2024-2025

#	Section:	Proposed Change:
1	II.F. Word Usage (title of section change)	<u>Word Usage Definitions</u>
2	II.F. Word Usage (new term)	<p><u>Administrative designee is a JMU employee who a) has the professional qualifications required for the role of the dean or AUH in the faculty member's department b) can serve impartially c) is appointed by the provost d) is a faculty member/s involved and have had an opportunity to accept or challenge of the appointment of the administrative designee.</u></p> <ul style="list-style-type: none"> <li><u>Process of accepting or challenging the appointment of administrative designee: The Provost will appoint an administrative designee within three business days of the Provost's receipt of the written appeal. The Provost must provide the administrative designee with a written charge clearly stating the scope of work with a timeline and communicate the appointment and charge to all stakeholders including the faculty member. The faculty member has five days to accept or challenge the appointment of an administrative designee. The faculty member must communicate directly with the Provost in writing offering a clear and supported rationale for challenging the administrative designee. The Provost's office has an additional five days to respond to the faculty member's challenge and announce the final administrative designee. No further action is needed from the Provost or Faculty member on this matter after giving the faculty member an opportunity to be heard. All communication must be in writing and retained till the end of the proceedings. Any relevant appeal process timelines will start when the administrative designee appointment process has concluded.</u></li> </ul>
3	II.D.1 Appointment to the Committee	<p>A standing committee to consider changes in, additions to, and deletions from the Faculty Handbook must be appointed and must meet as needed, at least once each year. Three members must be appointed to staggered three-year terms by the speaker; <u>these members must be full-time instructional faculty at James Madison University.</u> Three members must be appointed to staggered three-year terms by the provost; <u>these members must be full-time faculty at James Madison University. There must be four or more full-time instructional faculty and no more than 2 faculty members with administrative appointments at the rank of AUH or higher serving on the committee.</u> Terms must begin at the beginning of the fall semester. Letters of appointment must specify the length of the term of appointment.</p>
4	II.D.3.d. Quorum (new section)	<u>Four (4) members of the Faculty Handbook Committee constitutes a quorum for voting purposes. The lack of a quorum does not prevent a meeting but votes must not be taken.</u>

5	III.A.2.a Academic Freedom	The university is an institution of higher learning in a democratic society. It is fundamentally committed to the open-ended pursuit of knowledge and the unfettered activity of inquiry and debate. Just as the university is entitled to academic freedom in the pursuit of its educational mission, so each member of the faculty is entitled to academic freedom in the discharge of their professional duties. Accordingly, each member of the faculty has a right to the freedom of thought and expression, including a right to reasoned dissent, in the conduct of their professional activities. This right to academic freedom safeguards one's liberty to pursue, discuss, study, research, discover, question, critique, and teach relevant knowledge, ideas, and theory, in accordance with the standards of the academic profession and one's discipline. <del>Academic freedom must be exercised responsibly, in keeping with the standards of one's academic profession and one's discipline and with other university and professional duties.</del>
6	III.A.2.b.(4) Academic Responsibility	<del>A faculty member must act ethically at all times. A faculty member must follow the professional code of ethics as described in the Faculty Handbook (I.e. III.A.3).</del>
7	III.A.11 Outside Employment and Consulting	If it affects or is deemed likely to affect a faculty <del>member's usefulness</del> <u>member from being productive</u> as an employee of the university, a full-time faculty member is prohibited from engaging in outside employment, or <del>in</del> any private business or profession during the period for which they are employed to work for the university, or outside such employment period. <del>, in a manner or to an extent that it affects or is deemed likely to affect their usefulness as an employee of the university.</del>
8	III.A.12 Class Schedules	Faculty members must adhere strictly to the scheduled time and place of class meetings as reflected in the official class schedule. No change in the time of class meetings, including final examinations, may be made without the advance approval of the <u>AUH or</u> dean. No change in the assigned place of class meetings, including final examinations, may be made without the advance approval of the AUH. No class may be added or dropped from the schedule without the advance approval of the AUH.
9	III.A.26.b. Complaints	An informal complaint against a faculty member may be delivered orally, leaving further action to the discretion of the AUH or higher-level supervisor. <u>Informal Allegations of misconduct must be reported by the AUH to the dean.</u> <del>An official</del> A formal complaint requires a written submission to the faculty member's AUH or higher-level supervisor. The person receiving <del>an official</del> a formal complaint must ensure that a written acknowledgement is sent to the complainant. However, the complainant has no right to information about the outcome of the complaint. A higher-level supervisor who receives a complaint must send the <del>official</del> formal complaint to the AUH for initial processing unless there is a reason to do otherwise. <del>Informal allegations of misconduct must be reported by the AUH to the dean.</del> Formal allegations of misconduct will be reported by the AUH to the dean, who must report the allegations to the provost.

10	III.B.2.f. Full-Time Faculty	Individuals who have appointments with a full-time workload for the academic year or fiscal year are defined as full-time faculty members. <del>Most</del> Full-time instructional faculty members assume the full spectrum of duties in the areas of teaching, scholarly achievement and professional qualifications, and service, although the relative weights of the three performance areas may be negotiated each year.
11	III.C.3 Appointment of Academic Unit Heads	<p><del>When a vacancy occurs in a position of an AUH, the dean must request the academic unit to nominate members of its faculty for service on a search committee, unless the dean determines that the position may be considered a promotional opportunity restricted to candidates from the current employees of the university, and the majority of the academic unit's full-time faculty members vote to approve the dean's decision not to have an external search. When a vacancy occurs in a position of an AUH, the dean must confer with the academic unit to decide on if the search will be internal or external. The decision will be made by a majority vote of the unit's full-time instructional faculty. Additionally, any such decision not to hold an external search must include prior consultation with the equal opportunity officer, and must have the prior approval of the provost. An interim or acting AUH may be appointed by the dean until the position is filled. The selection of an interim or acting AUH (up to 3 years until the position is filled) will be decided upon by the dean with input from the unit's full-time instructional faculty. If necessary, interim or acting AUHs may come from another unit.</del></p> <p>The dean must appoint the search committee from among those nominated <del>from the academic unit</del> and may appoint additional members who must constitute a minority of the committee. The dean must appoint the chair of the committee, who may come from another unit within the university.</p>
12	III.E.2.b.(1) Teaching	Consideration of teaching performance may include but is not limited to a well-developed teaching philosophy, self-evaluation, evaluations by peers and/or AUHs, and student evaluations of the course content, rigor, assignments and learning experiences, rather than individual style or personality of the instructor. Student evaluations may only be utilized as a formative tool. <del>or as part of a teaching portfolio.</del>
13	III.E.6.b.(1) Promotion in Academic Rank	The faculty member may apply for promotion, or the AUPAC or AUH may nominate a faculty member for promotion. Written intent to apply or nomination must be made by Sept. 1 to the AUH. The faculty member must be informed if the AUPAC or AUH has nominated the faculty member, and must have the option to accept or decline the nomination without prejudice. The faculty member who wishes to be considered for promotion must submit a summary of activities and accomplishments in the areas of teaching, scholarly achievement and professional qualifications, and professional service to the dean, AUH, and AUPAC by Oct. 1 ( <u>see II.F. definition of "day"</u> ). Failure by the faculty member to submit a summary of activities and accomplishments by the Oct. 1 deadline must constitute a refusal of a nomination or withdrawal of an application, and no consideration of promotion is required.

14	III.E.7.f.(1) Tenure	A faculty member in the penultimate year of the probationary period must apply for tenure and submit a summary of activities and accomplishments in the areas of teaching, scholarly achievement and professional qualifications, and professional service to the dean, AUH, and AUPAC by Oct. 1 ( <u>see II.F. definition of “day”</u> ).
15	III.E.8.o Appeal of Sanctions	<del>All appeals must be in writing.</del> A tenured faculty member has 30 days from the receipt of a written notice of sanctions to submit a written appeal to the Faculty Appeals Committee. The written appeal must set forth the grounds for the appeal, <del>and</del> summary of the arguments, and documentation the faculty member intends to present at a hearing. Upon receipt of an appeal, the chair of the Faculty Appeals Committee must promptly send an acknowledgement of the receipt of the appeal to the faculty member and <del>must</del> notify the president, the provost, the dean, and AUH <u>within five business days</u> . <del>If an appeal is filed,</del> <u>the provost must promptly appoint the AUH or an administrative designee to serve as the respondent, representing the administration in the appeal process. The appointed respondent must agree with the administration to represent the administration. The faculty member must be given an opportunity to weigh in on the selection of the administrative designee.</u>
16	III.F.3.i. Appeal	<del>All appeals must be in writing.</del> A tenure-track or RTA faculty member has 30 days from the receipt of a written notice of nonrenewal from the provost to submit a written appeal to the Faculty Appeals Committee. The written appeal must set forth the grounds for the appeal, <del>and</del> a summary of the arguments, and documentation the faculty member intends to present at a hearing. Upon receipt of an appeal, the chair of the Faculty Appeals Committee must promptly send an acknowledgement of the receipt of the appeal to the faculty member and <del>must</del> notify the president, the provost, dean, and AUH <u>within five business days</u> . <del>If an appeal is filed,</del> <u>the provost must promptly appoint the AUH or an administrative designee to serve as the respondent, representing the administration in the appeal process. The appointed respondent must agree with the administration to represent the administration. The faculty member must be given an opportunity to weigh in on the selection of the administrative designee.</u>
17	III.F.4.a.(8) Financial Exigency	A faculty member may appeal a termination for financial exigency only if the faculty member has tenure. <del>All appeals must be in writing.</del> In such instances, the faculty member has 30 days from receipt of written notice of termination to submit a written appeal to the Faculty Appeals Committee. The written appeal must set forth the grounds for the appeal, <del>and</del> a summary of the arguments, and documentation the faculty member intends to present at a hearing.  Upon receipt of an appeal, the chair of the Faculty Appeals Committee must promptly send an acknowledgement of the receipt of the appeal to the faculty member and <del>must</del> notify the president, provost, dean, and AUH <u>within five business days</u> . <del>If an appeal is</del>

		<p><del>filed, t</del>The provost must <u>promptly</u> appoint the AUH or an administrative designee to serve as the respondent to represent the administration in the appeal process. <u>The appointed respondent must agree with the administration to represent the administration. The faculty member must be given an opportunity to weigh in on the selection of the administrative designee.</u></p>
18	III.F.4.b.(4) Program Reduction or Elimination	<p>A faculty member may appeal a termination for program reduction or elimination only if the faculty member has tenure. <del>All appeals must be in writing.</del> In such instances, the faculty member has 30 days from receipt of the written notice of termination from the provost to submit a written appeal to the Faculty Appeals Committee. The written appeal must set forth the grounds for the appeal, <u>and</u> a summary of the arguments, and documentation the faculty member intends to present at a hearing. Upon receipt of an appeal, the chair of the Faculty Appeals Committee must promptly send an acknowledgement of the receipt of the appeal to the faculty member and <del>must</del> notify the president, provost, dean, and AUH <u>within five business days. If an appeal is filed, t</u>The provost must <u>promptly</u> appoint the AUH or an administrative designee to serve as the respondent, representing the administration in the appeal process. <u>The appointed respondent must agree with the administration to represent the administration. The faculty member must be given an opportunity to weigh in on the selection of the administrative designee.</u></p>
19	III.F.4.c.(1) Inability to Perform for Medical Reasons	<p><del>Any appeal must be in writing.</del> The faculty member has 30 days to submit a written appeal to the Faculty Appeals Committee. The written appeal must set forth the grounds for the appeal, <u>and</u> a summary of the arguments, and documentation the faculty member intends to present at a hearing. Upon receipt of an appeal, the chair of the Faculty Appeals Committee must promptly send an acknowledgement of the receipt of the appeal to the faculty member and <del>must</del> notify the president, provost, dean, and AUH <u>within five business days. If an appeal is filed, t</u>The provost must <u>promptly</u> appoint the AUH or an administrative designee to serve as the respondent, representing the administration in the appeal process. <u>The appointed respondent must agree with the administration to represent the administration. The faculty member must be given an opportunity to weigh in on the selection of the administrative designee.</u></p>
20	III.J.1.d Medical Leave	<p><u>A faculty member may be entitled to either paid medical disability benefits or intermittent leave through peer coverage for leave due to illness or injury. For more information, see Manual of Policies and Procedures, Policy 1338, Faculty Leave, or contact the Office of Human Resources. A faculty member may be entitled to either paid medical disability leave or to peer coverage for leave due to illness, depending on the faculty member's participation in the Virginia Sickness and Disability Program (VSDP) and on the disability leave option chosen. Faculty members enrolled in VSDP must track any sick leave used through a tracking report, which must be signed by the supervisor and submitted to the Office of Human Resources. For</u></p>

		<del>more information, see <i>Manual of Policies and Procedures</i>, Policy 1338, Faculty Leave, or contact the Office of Human Resources.</del>
--	--	--