



UPPER IOWA
— UNIVERSITY —

Faculty Handbook

APPROVED BY THE BOARD OF TRUSTEES ON February 21, 2019

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Mission, Vision and Core Values

Upper Iowa University Mission

"Upper Iowa University provides quality educational opportunities accessible through varied delivery methods to inspire success and empower lives."

Upper Iowa University Vision

"Upper Iowa University will be recognized internationally for academic excellence and continual innovation in student-centered learning."

Upper Iowa University Core Values

"Integrity, Excellence, Accessibility, Respect, Stewardship"

Adopted by Upper Iowa University Board of Trustees February 2016

ARTICLE I. INTRODUCTION

- A. This Faculty Handbook (Handbook) sets forth the respective rights and responsibilities of instructional personnel (faculty or faculty members) at Upper Iowa University.
- B. Upper Iowa University administration and staff recognize and respect the rights of the faculty and its role in shared governance, as set forth in this Faculty Handbook and in other pertinent University rules and regulations. In addition to those processes available to all University employees, faculty members have recourse to the grievance and appeal processes set forth in Article VIII below to address concerns about compliance with the provisions of this Handbook or with other rules and regulations of the University.
- C. The provisions of this Handbook are not retroactive, but this Handbook supersedes all previous Upper Iowa University Faculty Handbooks, and all future approved amendments to this Handbook shall in turn supersede this version of the Handbook. The version of the Faculty Handbook posted on the University website and identified as the current, approved Faculty Handbook shall constitute the official version of the Handbook for purposes of faculty-related policies and processes.
- D. This Handbook shall take effect on the date it is formally adopted by the Board of Trustees, as shall any future amendments to the Handbook. Moreover, the rights and responsibilities of faculty members set forth in this Handbook apply to all faculty members holding appointment on the effective date of the Handbook, without regard to the date upon which the faculty member began work at the University or entered into his or her most recent appointment letter or employment agreement. However, any modification or addition to this Handbook affecting the substantive rules or procedures articulated in Articles IV-VIII is formally approved while a full-time faculty member is in the process of:
 - 1. Being reviewed for renewal, tenure, or promotion;
 - 2. Being reviewed for potential termination, dismissal for cause, or other major sanction, or;
 - 3. Pursuing an appeal from any adverse employment decision;that faculty member may petition the provost to have the proceeding be conducted using the substantive standards or procedural rules effective on the date the proceeding began, rather than using the amended standards or procedures approved by the Board of Trustees and otherwise applicable on a going-forward basis. The provost will resolve the Petition in writing. Whenever the provost grants a petition to apply the prior standards or procedures that determination shall apply only to the pending proceeding involving the petitioner, not to any other faculty member or to any future proceeding involving any faculty member. Moreover, the granting of such a Petition shall not affect a general amendment or modification to the Handbook as formally approved by the Board of Trustees.
- E. Faculty members are also subject to the provisions of the Staff and Administrative Handbook and other general policies and procedures of the University, to the extent that they apply to faculty members as University employees.
- F. The Board of Trustees constitutes the final decision-making and governance authority for Upper Iowa University, as set forth in the University's Board of Trustees Bylaws and other governance

documents. Decisions, especially those concerning academic matters, should have considerable input by faculty and other pertinent stakeholders through shared governance processes prior to consideration by the Board of Trustees. For purposes of the Handbook, the relevant powers of the Board of Trustees include, but are not limited to, the following:

1. Determining and periodically reviewing the mission, vision, and core value of the University;
2. Establishing, reviewing, and approving changes in the educational programs of the University, consistent with its mission;
3. Promoting the means by which the reasonable and relevant interests of the administration, faculty, staff, and students are considered in the collaborative governance of the University.
4. Approving the terms and conditions of employment, salary policies, and schedules for all staff, faculty, administrators, and other employees of the University, and;
5. Delegating the day-to-day management of the University to the administration, and stewardship of the curriculum, the development of student performance expectations and academic credentials of instructional staff, and the responsibility for assessment of student learning to the faculty.

ARTICLE II. CURRENT ACADEMIC ADMINISTRATIVE STRUCTURE

- A. The provost serves as the chief academic officer of Upper Iowa University, and is responsible for the University's undergraduate and graduate programs.
- B. The academic administrative structure at Upper Iowa University consists of four schools – the Andres School of Education, the School of Business, the School of Science and Mathematics, and the School of Liberal Arts – each headed by a dean who serves at the discretion of the provost.
- C. The president of Upper Iowa University may recommend to the Board of Trustees changes in this academic administrative structure of the University at the president's discretion.

ARTICLE III. FACULTY APPOINTMENTS

Faculty appointments may be made in the following categories, subject to the following general hiring and appointment processes detailed below (as well as more specific hiring and appointment requirements applicable to all University employees). The process for identifying and evaluating candidates for faculty appointments may be further detailed in University policies, announcements, and position descriptions, which will state clearly the nature of the position in question:

- A. All faculty appointments should be memorialized in the first instance by an initial appointment letter that specifies the category of the faculty member's appointment as a full-time term; full-time, tenure-track; tenured; or some other special status (e.g., joint administrative/faculty, visiting faculty). The initial appointment letter will also specify salary and benefits being offered and the dates of appointment obligations.

- B. The initial appointment letter of a full-time, tenure-track faculty member will specify that the faculty member is being appointed at one of the following ranks: assistant professor, associate professor, or professor.
- C. The initial appointment letter, as well as any subsequent grant of tenure or promotion, will specify the locus of a faculty member's appointment as within a program, major, or department within a particular school. The locus of a faculty member's appointment is subject to change at the sole discretion of the University.
- D. The initial appointment letter will also state that the faculty member is subject to the personnel policies set forth in this Handbook, will detail any provisions that are specific to the particular category of faculty appointment or to the particular appointment, and will include other generally applicable requirements for University employment.
- E. The initial appointment letter will be offered and signed by the provost, the University official authorized to sign on behalf of Upper Iowa University. It must also be signed by the faculty member. Notwithstanding any terms, conditions, or offers discussed during the hiring process, all discussions are merged into appointment letters, and only the terms and conditions set forth in an appointment letter or in related University handbooks or policies constitute valid and binding conditions of faculty service.
- F. Because of University planning needs, all initial and term appointment letters must be returned with the faculty member's signature by the date stated in the appointment letter unless a prior extension of time is granted in writing by the provost. If a faculty member fails to return a signed appointment letter by the identified response date, the University's offer will be deemed withdrawn.
- G. Categories of faculty appointments include:
 - 1. Full-Time Lecturer Appointment
 - a. A full-time lecturer appointment is a full-time, non-tenure-track position without rank.
 - b. The individual's appointment letter specifies the length of the appointment.
 - c. Minimum qualifications for appointment as a full-time lecturer faculty member are consistent with the University's Determination of Faculty Qualification Policy.
 - d. Full-time term appointments may be renewed at the sole discretion of the University.
 - e. Full-time term appointments may not be changed to tenure-track appointments; however, this does not preclude an individual with a full-time term appointment from applying for and being hired into a full-time, tenure-track position.
 - 2. Full-Time, Tenure-Track Appointment
 - a. A full-time, tenure-track appointment is a probationary appointment that carries with it the possibility of the faculty member becoming a tenured member of the Upper Iowa University Faculty.

- b. A faculty member offered a full-time, tenure-track position is initially offered an appointment specifying:
 - i. the school and program, major, or department of the faculty member's appointment,
 - ii. that the appointment is a full-time, tenure-track appointment,
 - iii. the length of the probationary period, and
 - iv. other generally applicable and appropriate terms and conditions of University employment as discussed above.
 - v. Faculty also engaged as directors or chairs may, upon explicit written authorization of the provost, receive approved course release time, which does not affect the timing of the tenure review. An appointment letter for directors or chairs will specify the details and term of the course release; the applicable salary; the faculty member's rights, if any, to return to full-time faculty service upon stepping down from the director or chair position; and other terms and conditions specific to such joint administrative/faculty positions.
- c. The probationary period for a tenure-track position is typically six academic years. During the first five of those years, the faculty member builds a portfolio to be presented in the fall of the sixth year, which constitutes the faculty member's application for tenure.
- d. At the time of the faculty member's application for tenure and following the process outlined in Article VI, the Upper Iowa University Board of Trustees will make an affirmative decision whether to grant tenure. Tenure is never automatic and may be denied or, in unusual circumstances, deferred by Board of Trustees action.
- e. If the Board of Trustees grants tenure, the seventh year becomes the faculty member's first year of tenure; if the Board of Trustees denies tenure, the seventh year becomes the faculty member's final year with the University, absent other mutual agreement between the University and faculty member.
- f. A faculty member granted tenure is tenured within the faculty member's program, major, or department within a school; tenure is not granted within the University as a whole.

During the probationary period, probationary employment agreements are either renewed or not renewed at the sole discretion of the University. Non-renewal of a probationary employment agreement is not a termination or a dismissal for cause. The University will discuss the non-renewal decision with the faculty member and, at the faculty member's request, will provide a brief written explanation of the decision not to renew a probationary employment agreement. Faculty appointments may be non-renewed for any lawful reason, including the University's assessment of its fiscal and programmatic needs of the University as well as the performance or conduct of the faculty member under consideration.

- g. Probationary employment agreements carry rights of notice of non-renewal. Except in extraordinary circumstances, a faculty member who is not renewed shall be provided the following notice:

- i. In the first year of a probationary employment agreement, the faculty member shall receive notice of non-renewal by March 1 of the academic year of the faculty member's appointment, with the non-renewal taking effect at the end of the faculty member's academic year of appointment.
 - ii. In the second year of a probationary employment agreement, the faculty member shall receive notice of non-renewal by December 15 of that year, with the non-renewal taking effect at the end of the faculty member's academic year of appointment.
 - iii. In the third year or more of a probationary employment agreement, the faculty member shall receive notice of non-renewal by April 15 of that year, with the non-renewal taking effect at the end of the subsequent academic year.
 - iv. Where the university has made a decision not to renew but inadvertently fails to provide notice by the applicable deadline, a faculty member shall not be entitled to automatic renewal. The University shall provide the faculty member with some additional period of compensation or employment, so as to assist the faculty member during the period he or she seeks other employment.
- h. Faculty members who have held full-time appointments at other appropriately accredited institutions, or who have already held full-time term appointments at Upper Iowa University may be granted up to three years of credit toward satisfying the temporal (academic year) requirements for applying for tenure. The granting of credit toward satisfying the temporal requirements requires the consent of the tenured faculty, the dean of the school in which the faculty member will hold appointment, and the provost. The decision to grant such credit and the period of credit must be clearly stated in the appointment letter or a separate agreement signed by the faculty member and the provost.
- i. Persons granted credit toward satisfying the temporal requirements enjoy the notice rights appropriate for the year in which the credit places them.
- j. On occasion, Upper Iowa University defines and searches for, or as a result of a search entertains hiring, a full-time faculty member whose education and experience qualify her/him for a tenure-track appointment as either an associate professor or professor.
 - i. In such circumstances involving a search, tenured faculty and the appropriate dean of the school in which the faculty member will hold appointment, together with the provost, must approve the position description as a position warranting the appropriate rank.
 - ii. Before an employment offer is extended to any candidate being considered for a tenure-track appointment as either an associate professor or professor, a majority of the tenured faculty of the school in which the candidate would hold appointment, the dean of that school, the provost and the president must all agree that the candidate's education and experience warrant a particular rank.
 - iii. The appointment of a candidate to a tenure-track appointment as either an associate professor or professor is subject to approval by the University Board of Trustees.
 - iv. The University also follows the process in the preceding three paragraphs in the cases of joint administrative/faculty positions that carry rank and retreat rights.

3. Full-Time Tenured Appointment

- a. On occasion, Upper Iowa University defines and searches for, or as a result of a search entertains hiring, a full-time faculty member whose education and experience qualify her/him for appointment as either an associate professor or professor with tenure.
 - i. In such circumstances involving a search, tenured faculty and the appropriate dean of the school in which the faculty member will hold appointment, together with the provost, must approve the position description as a position warranting tenure and the appropriate rank.
 - ii. Before an employment offer is extended to any candidate being considered for appointment as either an associate professor or professor with tenure, a majority of the tenured faculty of the school in which the candidate would hold appointment, the dean of that school, the provost and the president must all agree that the candidate's education and experience warrant a particular rank and tenure.
 - iii. The appointment of a candidate to an associate professor or professor rank with tenure is subject to approval by the University Board of Trustees.
 - iv. The University also follows the process in the preceding three paragraphs in the cases of joint administrative/faculty positions that carry rank, tenure, and retreat rights.

4. Joint Administrative/Faculty Appointments

On occasion, Upper Iowa University also hires qualified academic administrators (e.g., a provost or dean) who will be granted faculty status as well as appointment as an administrator.

- a. In rare circumstances, the University may seek to engage a joint appointee as a faculty member with tenure. In such circumstances, as noted in Article III.3.a above, the University will use the same process for searching, reviewing, and engaging such joint appointees as is used for searching for and hiring faculty members qualified for initial appointment with tenure at the ranks of associate professor or full professor, and no such appointee will be granted tenure without prior approval of the full-time tenured faculty within the appointee's school.
- b. Where the University engages an academic administrator pursuant to a joint administrative/faculty appointment, the terms and conditions of the appointment, including rank, course release, modified evaluation or termination provisions, retreat rights, and other details of employment, will be set forth in the initial appointment letter signed by the provost or designee and the individual accepting the appointment.
- c. Only the provost or designee will have the right to confer academic rank, course release rights, retreat rights, or other perquisites of joint academic status upon a joint appointee, and all such provisions will be set forth in the initial appointment letter.

H. Nature and Level of Permissible Earned Degrees for Initial Appointment Faculty Rank and Tenure:

The permissible earned degrees described below must have been obtained from a higher education institution. If, during a faculty member's employment with the University,

accrediting or other regulatory changes affect the University's ability to assign faculty to particular programs or assignments, or affect the advancement prospects of faculty within the University, the provost and school deans will consult with the faculty about potential revisions to the permissible earned degree requirements for a particular rank or position.

1. Assistant Professor

- a. For initial appointment to the rank of assistant professor the faculty member must possess one of the following:
 - i. A terminal degree appropriate for tenure in the area being taught and to which the faculty member is assigned. Unless otherwise specified, the required terminal degree is the appropriate earned doctorate in the area being taught. The provost, in consultation with the school deans and tenured faculty of the school, shall have the responsibility for documenting those programs or disciplines for which the earned doctorate is not the appropriate terminal degree. The required degree level for consideration for tenure will be set forth in the initial appointment letter (unless other credentials are tenurable in that discipline, as stated in the initial hiring letter signed by the faculty member and University).
 - ii. A master's degree in the discipline being taught with a minimum of three years of successful collegiate teaching experience, or successful business, industrial, or related professional experience with plans for additional graduate study toward a terminal degree identified in the initial appointment letter as being required for tenure in the academic discipline being taught.

2. Associate Professor

- a. For initial appointment to the rank of associate professor the faculty member must have
 - i. A terminal degree appropriate for tenure in the area being taught (unless other credentials are tenurable in that discipline, as stated in the hiring letter by the Provost and as determined by the Provost after consultation with the appropriate school deans and tenured faculty of the school), and;
 - ii. A minimum of five years successful teaching as an assistant professor, or;

A minimum of eight years of successful collegiate teaching experience, or successful business, industrial, or related professional experience and demonstration of outstanding achievement and additional potential.

3. Professor

- a. For the rank of professor the faculty member must have
 - i. A terminal degree appropriate for tenure in the academic discipline being taught (unless other credentials are tenurable in that discipline, as stated in the hiring letter), and;
 - ii. The demonstration of outstanding academic leadership, and continued demonstration of solid academic achievement and additional potential, and;
 - iii. A minimum of five years of successful teaching as an associate professor, or;

A minimum of thirteen years of successful collegiate teaching experience, or successful business, industrial, or related professional experience.

4. Professor Emeritus/Emerita

- a. Upon retirement of a faculty member with a minimum of fifteen years of full-time service to Upper Iowa University, anyone may make a recommendation to the Tenure and Promotion Committee of the retiring faculty member's school to grant the status of Professor Emeritus/Emerita. The Tenure and Promotion Committee of the retiring faculty member's school review the recommendation and may forward their own recommendation to the Provost. The provost may recommend to the president of the University, who, in turn, may recommend to the Board of Trustees that the faculty member be declared Professor Emeritus/Emerita.
- b. In addition to the title of Professor Emeritus/Emerita, benefits to the retiring full-time faculty member will include:
 - i. full access to the university Library services;
 - ii. maintenance of their university email account;
 - iii. invitations to process in all Convocation and Commencement ceremonies;
 - iv. continued listing under their respective school in the university catalog;
 - v. continued free access to the recreation center and university events.
- c. The Board of Trustees retains sole authority to grant Professor Emeritus/Emerita status, which is a privilege, not a right. Emeritus faculty will be entitled to the benefits and opportunities afforded by the Board of Trustees and University, which are subject to modification at the discretion of the University. In rare instances, a Professor with Emeritus/Emerita status may engage in conduct that is not consistent with the mission of the University; in such circumstances, and in the sole discretion of the Board of Trustees, emeritus or emerita status may then be removed.

ARTICLE IV. FACULTY RIGHTS, DUTIES AND RESPONSIBILITIES

- A. Members of the faculty include all full-time, part-time, and joint administrative/faculty personnel holding instructional responsibilities with one or more of the University's educational modalities.
- B. Through its governance structure, the faculty actively participates in and cannot be excluded from the creation, revision, and recommendation of academic policies and procedures to the Upper Iowa University administration. Generally, Upper Iowa University faculty members are responsible for satisfactorily carrying out the duties agreed to in the individual faculty appointment letter. Paramount among these responsibilities for full-time faculty at Upper Iowa University is teaching. In addition, unless a faculty member's appointment letter so states, a full-time faculty member shall also meet certain scholarship and professional development responsibilities, as well as service responsibilities, as further described in this Handbook.
- C. Upper Iowa University is strongly committed to principles of shared governance and participatory collaboration. In this spirit, decision makers shall afford considerable deference

to the recommendations of the Upper Iowa University faculty in the areas of the faculty's primary responsibility:

1. Oversight of curriculum—its development and implementation, academic substance, currency, and relevance for internal and external constituencies;
 2. Assurance of consistency in the level and quality of instruction and in the expectations of student performance;
 3. Establishment of academic qualifications for the instructional faculty;
 4. Selection and evaluation of instructional faculty, including making recommendations for renewal, tenure, and promotion of faculty members, and;
 5. Analysis of data and appropriate action on assessment of student learning and program completion.
 6. Providing consultative input into any and all matters that affect the character of the learning environment and the quality of scholarly and creative activities.
- D. Upper Iowa University and its faculty affirm their strong commitment to the principle of academic freedom. The University respects the 1940 Statement of Principles on Academic Freedom (with the 1970 Interpretive Comments) co-authored by the American Association of University Professors and the Association of American Colleges and Universities. At Upper Iowa University, faculty academic freedom is defined as follows:
1. Members of Upper Iowa University's faculty are entitled to full freedom in research and publication of results. Research for pecuniary return shall be conducted only with the full knowledge and advanced consent of the University.
 2. Members of Upper Iowa University's faculty are entitled to freedom in the classroom in discussing their subject, but they shall exercise care to avoid introducing into their teaching controversial matter that has no relation to their subject. Faculty members should also ensure that they meet the reasonable expectations of students with regard to course content, consistent with information provided to the students in the syllabus and course catalog.
 3. Members of Upper Iowa University's faculty are responsible for conducting themselves, both as teachers and as members of the community, in a manner consistent with professional standards; federal, state and local laws; rules and regulations; and University policies and procedures, including those University and legal requirements that prohibit discrimination, harassment, or retaliation, and that require reasonable accommodation.
 4. Members of Upper Iowa University's faculty are citizens, members of a learned profession, and representatives of an educational institution. While free to speak or write as citizens, their special position in the community imposes special obligations. As scholars and institutional representatives, they should remember the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate they are not speaking for the institution.

- E. Members of Upper Iowa University’s faculty have the responsibility to conduct themselves in an ethical and professional manner, not only in their interactions with each other but also in their engagement with students and all members of the University community. No set of rules or professional code can guarantee or take the place of a faculty member’s personal integrity; however, the University expects faculty members to abide by the *Code of Ethical Conduct Policy*. In addition, the University and its faculty members abide by the American Association of University Professor’s *Statement on Professional Ethics* in their interactions with colleagues, students, and their professional communities. Faculty members subject to the ethical requirements of licensure or professional associations are also expected to comply with those provisions and to model compliance in their interactions with students.
- F. Full-time faculty members may engage in outside employment or other activities as long as these activities do not interfere or conflict with any University-related duties, responsibilities, or normal hours of employment. To ensure that there are no such conflicts, a full-time faculty member shall disclose to his or her respective school dean any outside employment opportunities, other significant charitable or community service activities, or potential conflicts of interest, including, but not limited to, remunerated opportunities. Such disclosures shall be made in writing no later than the first day of classes at the beginning of each academic year. Outside employment or other activities that may interfere or conflict with University-related, full-time faculty member commitments must be approved by the provost in writing before being undertaken. If the provost or dean believes that a faculty member is involved in outside employment or other activities that are interfering or are in conflict with any of the faculty member’s University-related duties, responsibilities, or normal hours of employment, this matter will be addressed immediately with the faculty member and the faculty member may be required to cease outside employment or other activities deemed by the University to interfere or conflict with the faculty member’s responsibilities to the University.
- G. A faculty member with a full-time, tenure-track, or tenured appointment is obligated to perform a combination of duties and responsibilities, including teaching, scholarship, professional development, and service to the University and community. At Upper Iowa University, teaching is a faculty member’s primary assignment and, as noted in Article V below, faculty members are evaluated primarily on the basis of teaching effectiveness.
1. Teaching
 - a. Teaching duties for a full-time faculty appointment fall into one of three categories:
 - i. Teaching 24 credit hours during the nine-month academic year (two semesters/four sessions), or the equivalent in instruction-related activities or administrative service as may be designated specifically in individual appointments.
 - ii. Teaching 24 credit hours during a twelve-month academic year over four or five sessions, or the equivalent in instruction-related activities or administrative service as may be designated specifically in individual appointments.
 - iii. Teaching 30 credit hours during a twelve-month academic year. This consists of six sessions, teaching two courses per session during five sessions, or the equivalent in instruction-related activities or administrative service as may be designated specifically in individual appointments.

- b. Administrative assignments may include a reduction in the number of credit hours taught by the faculty member. The responsibilities of these assignments and their impact on the number of credit hours taught will be determined by the faculty member, the faculty member's dean, and the provost, and recorded in a writing signed by the faculty member and the dean at the time the faculty member's responsibilities are modified to include administrative assignments. Subsequent modifications, including the faculty member's relinquishment of administrative assignments and return to full-time teaching responsibilities, shall likewise be reflected in writing and signed by both parties. Where individuals are hired into the University on joint administrative/faculty appointments, reductions in teaching assignments and credit hours taught shall also be set forth in writing and signed by the faculty member and the University, with any subsequent changes also reflected in a signed modification to that writing.
- c. A faculty member whose teaching load exceeds the credit requirements in his/her respective appointment category will qualify for overload pay.
 - i. All overloads require prior approval of the dean and will be reflected in a letter or agreement that specifies the details of the overload assignment, duration of the assignment, and compensation due.
 - ii. Teaching overloads for faculty members who are supervising and arranging internships, special projects, and/or seminars will be paid at the prevailing university rate.
- d. A full-time faculty member is expected to maintain a minimum of six regularly scheduled hours per week in which he/she is personally available to students for individual academic support. A faculty member shall publish available hours to students and advisees at the start of every session.
- e. Final Examinations
 - i. Faculty members may not offer scheduled final examinations on any other date or at any other time than the date and time scheduled by the University or provided for in the course syllabus, unless dictated by extenuating circumstances and also subject to prior written authorization of the school dean.

2. Scholarship and Professional Development

- a. Upper Iowa University faculty members are highly committed to advancing scholarship and continuing professional development.
- b. Such matters as course and curriculum revision, integration of technology into the curriculum, syllabus updating, new course development and professional research, personal enrichment, and all of the attendant activities of these elements are integral parts of the careers of all University faculty members.
- c. The University recognizes the categories of scholarship may be demonstrated in many ways, including but not limited to:
 - i. Peer-reviewed journal publication;
 - ii. Active conference participation (as presenter/panelist/discussant);

- iii. Mentoring of student research in any of the areas;
 - iv. Books or book chapters, as author or editor;
 - v. Exhibition or publication of artistic work;
 - vi. Active participation in a professional board or committee;
 - vii. Reviews/referee reports done by request;
 - viii. Serving on advisory committees to external entities;
 - ix. Securing grants (governed by the University's policies on contracts).
- d. Faculty members are expected to maintain a high level of professional competence. To the extent that funding is available, the University will pay for attendance at conferences, symposia, and similar activities, giving particular attention to the travel requirements of faculty who are actively involved in presenting at such sessions.
- e. Professional development may be demonstrated in a number of ways, including but not limited to:
- i. Activities benefitting the University or its programs – Attendance at local, state, or national conferences that contribute to keeping UIU current with requirements, or contribute to program development or curriculum revision.
 - ii. Advancing one's professional growth.
 - iii. Presentations of scholarly work – Making a presentation at a regional or national conference, where one's name appears on the program as a presenter.
- f. Professional development funding, when available, may be requested by submitting a written request to the school dean for initial approval. The following process will be used for professional development funding requests:
- i. The university approved Professional Development Request Form will be made available by the faculty member's respective dean.
 - ii. Requests for funding should include anticipated expenses for conference registrations, travel expenses or mileage, publication funding, hotel accommodations, parking fees, and other miscellaneous expenses, as well as any anticipated honoraria.
 - iii. At its sole discretion, the University may approve or deny a request for professional development funding or grant a level of support that differs from the amount originally requested.
3. Service to the University and Community
- a. Service to the University may be demonstrated in a number of ways, primarily including but not limited to:
- i. Active membership on University or school committees;
 - ii. Committees relevant and unique to a particular location;
 - iii. Participation in student recruitment and orientation events;
 - iv. Academic advising of assigned students;
 - v. Student organization advising;
 - vi. Representing the University to external stakeholders (e.g., serving on an advisory committee for a program at a community college).

- b. Service to the community may be demonstrated in a number of ways, including but not limited to:
 - i. Chairing or serving on a community or organization board;
 - ii. Outreach instruction for area school districts;
 - iii. Participation in an organized volunteer relief effort (e.g., Red Cross; Habitat for Humanity).

ARTICLE V. FACULTY EVALUATION

A. Annual Self-Evaluation

1. Faculty holding full-time term, tenure-track or tenured appointments prepare an annual self-evaluation that focuses on the faculty member's teaching effectiveness, scholarship, professional development, and service (see the following sections) during that academic year, using the university approved Faculty Self-Evaluation Form which will be made available by the faculty member's respective dean. The faculty self-evaluation is submitted to the dean by June 15. Such evaluations are intended to be used for developmental as well as evaluative purposes, as further set forth below.

a. Criteria for Self-Evaluation

- i. Teaching Effectiveness
 - Upper Iowa University is primarily a teaching institution. While scholarship and professional development and service are expectations of employment, teaching effectiveness is the principal criterion by which faculty are evaluated.
 - Measures of teaching effectiveness include student assessment of instruction and may include classroom observations by the dean or assigned designee of the school in which the faculty member holds appointment, as well as peer evaluations.
 - Upper Iowa University appoints faculty based on a careful review of the person's academic credentials and teaching experience, including—in the case of full-time faculty—the opportunity for faculty to observe the candidate's teaching.
- ii. Scholarship and Professional Development
 - The faculty member's self-evaluation discusses the faculty member's scholarship and professional development in light of the examples listed under Scholarship in Article IV.G.2.c.i-ix above.
- iii. Service
 - The faculty member's self-evaluation discusses the faculty member's service in light of the items listed in Service in Article IV.G.3.a.i-vi and IV.G.3.b.i-iii above.

B. Tenure and Promotion Committees

By May 1, schools will each have selected a Tenure and Promotion Committee for the following academic year. The committee will consist of six tenured members of the school, each with a minimum rank of associate professor, and with preference being given to the majority of the membership consisting of full professors. To start the process, two members will be selected by the school to a three-year term, two to a two-year term, and two to a one-year term. All subsequent terms will be for three years. Also by May 1, the school shall solicit a member of the committee from another school, again with preference being given to a full professor. Once the committee is established, a chair shall be selected from the members of the school under which the committee resides. If a school does not have enough tenured members to populate the committee, additional members to bring the total membership to seven shall be solicited from outside the school.

C. Pre-Tenure Review

1. Faculty Coaching Evaluation Form

- a. The Faculty Coaching Evaluation Form is used as a comprehensive evaluation of the faculty member's performance each year during the probationary period, except the year in which the application for tenure is submitted. This form can be made available by the faculty member's dean. The dean or designee prepares the Faculty Coaching Evaluation Form, which evaluates the faculty member's teaching effectiveness, scholarship, professional development, and service and that sets forth any mutually-agreed upon goals. The dean or assigned designee will meet with the faculty member to discuss the Faculty Coaching Evaluation Form. Following this meeting, the faculty member and the dean sign the form indicating that a discussion has taken place and the document is forwarded to the provost by no later than October 1. The provost shall forward the document to the faculty member's Human Resources Office personnel file where it will be retained.

2. Third-Year Review

- a. The third-year review provides a comprehensive assessment of the faculty member's teaching effectiveness, scholarship, professional development, and service, including suggestions for continued improvement in instances where the Tenure and Promotion Committee of the school recommends renewal of the faculty member's employment agreement.
- b. A third-year review is intended to contribute to the probability for a successful tenure application during the sixth year of the faculty member's appointment and thus applies only to faculty holding tenure-track appointments and consists of an independent evaluation of the faculty member by the Tenure and Promotion Committee of the faculty member's school and by the dean of the school.
- c. Third-year reviews are conducted by the Tenure and Promotion Committee of the school to which the faculty member has been assigned. After conducting the review, the committee will provide the dean with a written recommendation that specifically correlates the committee's evaluation and recommendation to the criteria for teaching

effectiveness, scholarship, professional development, and service set forth in Article IV of this Handbook above.

d. Timeline for the Third-Year Review Process

- i. October 1: The dean shall notify the faculty member in the Faculty Coaching Evaluation that the faculty member should prepare to apply for a third-year review.
- ii. January 15: By no later than January 15 of the third year of his/her appointment, a faculty member holding a tenure-track appointment submits to his/her dean a summary evaluation similar to those prepared in his/her first and second years of appointment, but including evidence to support the faculty member's self-evaluation. The evidence should be of a kind and quality, although not the quantity, that would ordinarily support an application for tenure. The dean shall immediately forward the summary evaluation evidence on to the Tenure and Promotion Committee of the school.
- iii. February 15: Based upon their careful and thorough evaluation of the materials submitted, the Tenure and Promotion Committee of the school recommends to the dean either a renewal of the faculty member's appointment or a non-renewal of appointment.
- iv. February 22: After his/her evaluation of the materials the faculty member has submitted and of the recommendation and rationale of the Tenure and Promotion Committee, the dean will simultaneously forward to the faculty member and the provost the letter from the Tenure and Promotion Committee, together with a letter informing the provost of her/his concurrence or lack thereof with the recommendation of the committee.
- v. March 1: After carefully considering the materials submitted by the faculty member and in consultation with the Tenure and Promotion Committee and the dean, the provost issues either a letter of renewal or a letter of non-renewal. As noted in Article III.G.2.f above, a faculty member whose appointment is not renewed may, but need not, request a written explanation of the circumstances of non-renewal, which shall be provided by the provost or his/her designee upon request of the faculty member. If a faculty member is not renewed, his/her appointment shall end, unless otherwise agreed between the faculty member and the University, at the conclusion of the stated employment term (which is the conclusion of the academic year following the year in which the decision is made not to renew).
- vi. In extraordinary circumstances and where warranted, the provost may extend the timelines set forth herein to permit full and fair reviews and full and fair consideration of third-year review applications. Any modification of the relevant timelines will be set forth in writing and provided to the faculty member and those needing to know from within the relevant department or program. Any such modification applies only to the particular situation and does not effectuate a general change or amendment to this Handbook or to any generally applicable UIU policies or procedures.

D. Post-Tenure Review

1. Beginning five years after the year in which tenure was granted and every five years thereafter, or where evidence exists that a faculty member shows need for improvement of

performance, conduct, or behavior, the dean of the school will prepare an evaluation of the tenured faculty member. The purpose of this review is both developmental and evaluative. The dean will have a variety of resources available for the coaching/evaluation process, including class observation and student evaluations.

2. The dean prepares a summary of her/his evaluation, which is shared with the faculty member, who shall have the opportunity to respond in writing. After completion, this document will be signed by both individuals and forwarded to the provost by no later than October 1. The provost shall forward the document to the tenured faculty member's Human Resources Office personnel file where it will be retained.
3. If a tenured faculty member shows need for substantial improvement according to the standards indicated on the Faculty Coaching Evaluation Form, a written remediation plan will be developed by the dean agreed to and signed by both. The faculty member will have up to one year to successfully complete the remediation plan. If a faculty member undergoing post-tenure review fails to complete the remediation plan, or if his/her performance continues to fall below acceptable standards, the faculty member may be subject to remediation or discipline, including dismissal from employment, as set forth the procedures outlined in the Faculty Handbook.

ARTICLE VI. TENURE AND PROMOTION

At Upper Iowa University, tenure is a mutual commitment involving the University and a faculty member. By granting tenure, the University is expressing confidence that a faculty member with proven accomplishments will continue to perform with distinction. In return faculty members granted tenure shall regard themselves as sharing, with each other and with the University, ongoing responsibility for the continuing fulfillment of the University's educational mission.

Tenure is an agreement between the University and its tenured faculty members under which appointments continue until the faculty member's resignation, retirement, or separation from employment as set forth in Article VII below. Tenure at UIU is never "de facto" or automatic but, rather, is granted only by formal, affirmative personnel action on the part of the Board of Trustees. Board of Trustees take into consideration the recommendations of the president with consultation with the provost and dean, and following faculty review and recommendation consistent with the provisions of this Handbook. Tenure at Upper Iowa University resides in the school and program, major, or department to which the faculty member is assigned.

A. Criteria for Tenure

1. Temporal Criteria
 - a. A candidate for tenure generally must meet the temporal requirements in order to apply for tenure.
 - b. Ordinarily, faculty members on tenure-track appointments apply for tenure in the sixth full year after completing five full years of their full-time employment at Upper Iowa University.

- c. Subject to any limitations under applicable law or University policy, information about adjustments to the tenure clock that either accelerate or extend the probationary period will be placed in the faculty member's personnel file and presented to the Tenure and Promotion Committee in the candidate's school at the time the person applies for tenure.
- d. Family Medical Leave Act (FMLA) leave will not affect the tenure process unless stopping of the tenure clock is specifically requested by the faculty member.

2. Evaluative Criteria

- a. A candidate for tenure must:
 - i. have been originally appointed to and have continually served in a tenure-track position;
 - ii. possess a terminal degree or credential in an appropriate field as set forth in the faculty member's appointment letter, which degree or credential must have been successfully completed within the time frame specified in the original appointment letter or any revisions to that letter;
 - iii. hold the rank of assistant professor or higher, and;
 - iv. have demonstrated conduct in accordance with the professional and ethical standards, as well as the duties and responsibilities, of UIU faculty, both as teachers and also as members of the University community.
- b. A candidate for tenure must file his or her formal application for tenure by no later than October 1 of her/his sixth year of appointment to a tenure-track position except as provided for under Article VI.E below.
- c. A candidate for tenure must demonstrate a record of effective teaching and the promise of continued development as a teacher; a candidate for tenure must demonstrate a record of effective and sustained scholarship and professional development, and service, with the promise of continued effectiveness in each.
- d. In determining whether a candidate presents a compelling case for tenure, teaching effectiveness merits the greatest considerations; however, scholarship and professional development, and service are also required.

B. Criteria for Promotion

- 1. From assistant professor to associate professor – To be successful, a candidate for promotion to the rank of associate professor must have demonstrated:
 - a. completion of a terminal degree from an appropriately accredited university, and;
 - b. conduct in accordance with the professional standards and duties and responsibilities of faculty, as both teachers and members of the University community, and;
 - c. a minimum of five years successful teaching as an assistant professor with effective teaching in courses taught and effective and sustained scholarship, professional development, and service, with the promise of continued development and effectiveness in each of those areas, or;

a minimum of eight years of successful collegiate teaching experience, or successful business, industrial, or related professional experience and demonstration of outstanding achievement and additional potential.

- i. Family Medical Leave Act (FMLA) leave will not affect the promotion process unless stopping of the clock is specifically requested by the faculty member.
2. From associate professor to professor – To be successful, a candidate for promotion to the rank of professor must have demonstrated:
 - a. completion of a terminal degree from an appropriately accredited university, and;
 - b. conduct in accordance with the professional standards and duties and responsibilities of faculty, as both teachers and members of the University community, and;
 - c. a minimum of five years successful teaching as an associate professor with demonstration of the level of academic leadership and academic achievement expected of one worthy of the title of professor in the areas of teaching, scholarship, professional development, and service, or;

a minimum of thirteen years of successful collegiate teaching experience, or successful business, industrial, or related professional experience and demonstration of outstanding achievement.

- i. Family Medical Leave Act (FMLA) leave will not affect the promotion process unless stopping of the clock is specifically requested by the faculty member.

C. Procedure for Tenure and/or Promotion

1. An individual applying for tenure, promotion, or both shall compile an application portfolio for review. This portfolio shall be electronically submitted and shall contain the following required elements:
 - a. Letter of application from the faculty member seeking tenure and/or promotion.
 - b. Table of Contents certified and signed by the candidate as being true.
 - c. Summary Evaluation of the faculty member's performance and achievements in the areas of teaching effectiveness, scholarship, professional development, and service, from the issuance of a tenure-line appointment, or from the last successful summary evaluation to date. The university approved Summary Evaluation for Promotion and Tenure Form will be made available by the faculty member's respective dean.
 - d. Current curriculum vitae that outlines all of the candidate's professional work.
 - e. Five yearly self-evaluation narratives in chronological order; or if the faculty member has a shortened or lengthened probationary period, one self-evaluation for every full year of service beginning with the issuance of a tenure-line appointment.

For an individual requesting consideration for promotion to associate professor only, one self-evaluation for every full year of service beginning with the issuance of a tenure-line appointment. For an individual requesting consideration for promotion to full professor, one self-evaluation for every full year of service since being promoted to associate professor.

- f. Five yearly Faculty Coaching/Evaluations in chronological order by the faculty member's dean; or if the faculty member has a shortened or lengthened probationary period, one yearly coaching evaluation for every full year of service beginning with the issuance of a tenure-line appointment (any missing Coaching/Evaluations should be indicated and explained), or;

For an individual requesting consideration for promotion only, the respective number of Faculty Coaching/Evaluations by the faculty member's dean, called for by that point in the probationary period or called for under Article V.D above, in chronological order.

- g. The letter from the Tenure and Promotion Committee of the school and the letter from the dean resulting from the third-year review.
- h. At minimum, three faculty peer evaluations completed within twenty-six calendar months prior to October 1 of the application year and received by the candidate no later than October 1 of the year of submission. A faculty peer evaluation is a means developed by the UIU faculty and approved by the University administration to have a faculty member (peer) assess and appraise another faculty member's strengths and weaknesses with regard to mastery of subject content, organization, delivery and teaching effectiveness, and to provide formative recommendations for improvement. At least one of these must be from a tenured faculty member (not necessarily from UIU) and one from a full-time faculty member within the candidate's school. The university approved Peer Evaluation Form will be made available by the faculty member's respective dean.
- i. Copies of all student evaluation summaries received for classes taught since the issuance of a tenure-line appointment or, if the candidate is sitting for promotion only, from the granting of tenure. Any missing student evaluations (caused, for example, by sections of fewer than four students or the like) should be indicated and explained.
- j. At the discretion of the candidate, a section of supplementary materials may be included. Examples of appropriate supporting materials include letters documenting the policies that govern the particular personnel action (e.g., variances to the normal timelines), materials relating to service to Upper Iowa University prior to the issuance of a tenure-line employment agreement, innovative projects, classroom assessment tools and results, sample web pages (with links shown), student work (used with permission), development of University initiatives, recommendations from former students, acknowledgments of teaching awards/nominations; off-prints of published articles, chapters, and reviews (although reference to citations of same in the curriculum vitae is sufficient); conference presentations or abstracts, grant proposals and reports, accessible forms of creative works, and reviews and citations of professional work; and appropriate correspondence (such as letters indicating the status of a work in press). Some of these materials may be submitted in or make reference to approved electronic formats.

- k. All other documentation deemed relevant by the faculty member's dean or by the provost.
2. The candidate's portfolio will be reviewed by the Tenure and Promotion Committee of the school. In those schools in which a majority of full professors can be achieved, associate professors will recuse themselves during discussions of promotion to full professor.
3. The committee will provide the dean with a letter that states their recommendation and specifically ties their evaluation and recommendation to the criteria for teaching effectiveness, scholarship, professional development, and service.

D. Timeline for the Tenure and Promotion Processes.

Except in extraordinary circumstances in which timelines are extended pursuant to written notification from the provost, the following timeline shall be used for the tenure and promotion process (NOTE: In years on which one or more of the dates falls on a Saturday Sunday, or holiday, the effective date shall be the following Monday). Failure to meet a deadline on the part of the candidate without an extension will result in a letter generated by the proper authority overseeing said deadline to be placed in the candidate's application portfolio for either tenure or promotion.

1. April 15: In cases of tenure or of simultaneous tenure and promotion, the dean will communicate with an eligible faculty member in writing by April 15 of the penultimate year of the probationary period to provide information on the process and forms for tenure and, when applicable, promotion. For promotion only, the faculty member will have been notified of eligibility by April 15 of the prior academic year. At this time the dean will communicate the list of eligible faculty to the tenured faculty of the school as well. In the case of a dean who is eligible for promotion the provost will initiate the process.
2. June 15: A completed copy of the Faculty Self-Evaluation must be submitted to the dean by the faculty member applying for tenure, promotion, or both. This self-evaluation should address any concerns noted in the candidate's third-year review.
3. September 15: The Faculty Coaching/Evaluation Form will be completed and signed by the dean and the faculty member applying for tenure and submitted by the dean to the provost.
4. October 1: The completed application portfolio shall be submitted by the faculty member applicant to the provost. In cases of promotion only or where the faculty member has been granted a shortened or lengthened probationary period, these materials shall be compiled by October 1 of the appropriate year. If the dean or the provost does not meet a deadline, the Tenure and Promotion Committee in the appropriate school will still consider the application without prejudice.
5. October 1: Any letters from other UIU faculty should be submitted to the provost, who will place such letters in the candidate's application portfolio. The provost will notify the candidate of any such letters.
6. October 1: The provost will have reviewed the candidate's personnel file and will write a letter regarding the findings to be placed in the candidate's application portfolio.

7. October 7: The candidate may respond in writing to letters placed by the provost in the candidate's tenure or promotion application portfolio. Responses are to be submitted to the provost.
8. October 7: The provost will forward the application portfolio to the appropriate dean for conveyance to the Tenure and Promotion Committee of the school.
9. November 15: By the close of business of November 15, the Tenure and Promotion Committee of the school will have reviewed and met to discuss the candidate's application portfolio, have conducted a formal vote on whether to support the candidate's application based solely on the criteria specified in the handbook and the documentation provided in the portfolio, and have forwarded to the dean of the school a letter containing the recommendation of the committee whether or not to support the candidate's application, and the rationale for the recommendation, tying it to the criteria for the evaluation of teaching, scholarship, professional development, and service as set forth in this Handbook.
10. November 30: By no later than the close of business on November 30, the dean of the school will simultaneously forward to the candidate for tenure or promotion and the provost the letter from the Tenure and Promotion Committee, together with a letter stating the dean's concurrence or non-concurrence with that recommendation. The dean shall set forth in her/his letter the reasons for her/his recommendation, tying the recommendation to the criteria for the evaluation of teaching, scholarship, professional development, and service as set forth in this Handbook.
11. December 20: By no later than the close of business on December 20, the provost shall forward her/his recommendation in writing to both the candidate and to the president of the University and place a copy in the candidate's personnel file.
12. January 15: By no later than the close of business on January 15, the president shall notify the candidate in writing of his/her recommendation to the Board of Trustees.
13. March 1: By no later than the close of business on March 1, the Board of Trustees shall make the final promotion and tenure decision and shall so inform the candidate of the Board of Trustees decision. In event of an appeal, the Board of Trustees may extend the deadline and convene a special meeting. Where a faculty member is granted tenure or promotion, the faculty member's tenured status or enhanced rank shall begin at the beginning of the following academic year the faculty member is notified of the decision by the Board of Trustees. Faculty members denied tenure shall be entitled to one final year of employment (or, at the University's discretion, to an offer of a paid leave of up to six months in lieu of a final year of employment).
14. If at any time during the tenure or promotion process summarized above, new information unavailable at the outset of the process and not reflected in the portfolio comes to the attention of the Tenure and Promotion Committee of the school, dean, or any other University representatives involved in reviewing the tenure request, and if this information has the potential to change the outcome of the review, the faculty member shall be provided an opportunity to respond in writing to the new material, which shall then be added to the portfolio and considered as part of the process. In such circumstances, the provost or designee may adjust the timelines and, in appropriate situations, remand the tenure or promotion review to the appropriate level of review or committee or provide for

investigation or fact-finding, in order to ensure a full and fair process that includes appropriate consideration of the new material.

E. Extending the Probationary Period

1. Extension of the Probationary Period Due to Mitigating Circumstances

- a. A faculty member may request a one-time, one-year extension of the probationary period on the grounds of mitigating circumstances, which means for reasons which the faculty member asserts will negatively impact her/his ability to present a strong case for tenure and over which the faculty member has no control. These reasons might include, but are not limited to, delays in the publication of a book or article or personal circumstances that do not entitle the faculty member to seek leave or an adjustment of the probationary period under Article VI.E.2 below.
- b. A request for an extension on the grounds of mitigating circumstances must be made prior to September 1 in the fifth year of the probationary period. The request must be made in writing to the faculty member's dean and to the provost and will include the rationale for extending the probationary period.
- c. The dean will convene the Tenure and Promotion Committee in her/his school, who will review the request and will forward a recommendation to the dean by no later than September 21, who, in turn, will forward the recommendation of the committee, together with her/his recommendation, to the provost by no later than September 29. The faculty member will receive a written response to the request from the administration no later than October 15.
- d. If the extension request is granted, the probationary period would then be seven academic years in length. If granted tenure, year eight would be the faculty member's first year as a tenured faculty member. If not granted tenure, the seventh year is the faculty member's final year of University employment. The dean or provost will notify the faculty member of the decision and, in the case of the granting of such request, also note the timeline adjustments and any effect upon the criteria that will be used to evaluate the faculty member's application for tenure under the adjusted timeline. In most circumstances, an extension of the tenure clock will not change the criteria or expectations for tenure that are set forth in this Handbook or that are applied to faculty members serving in a particular school. It is the faculty member's responsibility to ensure that copies of any written extensions are included in the portfolio.

2. Leave or Adjustment of Probationary Clock Requested Under the ADA or Family Medical Leave Act or For Military Service

- a. The faculty member should make a written request directly to the dean and provost, as well as copying the Human Resources Office, in cases where the faculty member's request results from the requirements of military service, falls within the provisions of the Americans with Disabilities Act or Family Medical Leave Act, or is related to the birth or adoption of a child, period of disability, or serious health condition of the faculty member or the faculty member's spouse, son, daughter, or parent.

Such requests are governed by University policy and federal and state law, as well as by the provisions of this Handbook, and will be jointly addressed by these administrative offices of the University. If a faculty member requests an extension of the tenure clock or leave that is not granted under this provision but might be granted under the “mitigating circumstances” provision set forth above, the faculty member has the right to request consideration of the leave or adjustment request under the provision as well.

3. When the clock restarts on the faculty member’s probationary period, the Faculty Handbook in effect at the time the clock restarts shall govern the faculty member’s application for tenure and/or promotion except as otherwise agreed between the faculty member and University.
4. In extraordinary circumstances, the University shall also have the discretion to extend a faculty member’s probationary clock in order to ensure a full and fair tenure review or other process. Circumstances in which this might occur include, but are not limited to, extensions necessary in order for the University to complete an ongoing investigation into the conduct of the tenure candidate or circumstances in which necessary documentation and evidence has not been received or assembled on a timely basis in order to meet the timelines set forth in this Handbook for consideration of a tenure request. Prior to extending the clock in this circumstance, the University will communicate with the faculty member about options that do not involve extension of the clock, and any such determination will be set forth in writing and may be grieved by the faculty member using the Faculty Grievance Process set forth in Article VIII below.

ARTICLE VII. SEPARATION FROM EMPLOYMENT

A. Retirement or Resignation

Faculty members may retire or resign from their faculty appointments at UIU by submitting written notification to the provost, who shall give prompt written acknowledgment of receipt of such notices. The faculty member should also copy his or her school dean.

Faculty who are retiring should submit written notification to the provost no later than December 15 of the faculty member’s final contract year.

To promote the efficient operation of the University and ensure that the educational interests of students are met without interruption, a faculty member should not (except in extraordinary circumstances) separate from University employment on any effective date other than the conclusion of the faculty member’s employment agreement or the end of an academic year. Faculty members resigning or retiring should strive to complete all tasks assigned and notify the Registrar of incomplete grades or other pertinent academic matters. Departing faculty should also review the office inventory with Human Resources, return all University property, secure electronic information as directed by the University’s Information Technology professionals, and otherwise complete all employee exit procedures with University Human Resources personnel.

B. Non-Renewal of Term Appointment

Non-tenured faculty members may also separate when the University allows an appointment, other than a tenured position, to lapse at the conclusion of the appointment without affirmatively renewing the faculty member's appointment. No faculty appointment shall continue past the conclusion of the appointment term except by affirmative act of the University. Grounds for non-renewal may include any lawful basis for declining to renew an appointment, including, but not limited to, the fiscal or programmatic needs of the University or faculty performance or conduct issues. As detailed in Article III.G.2.f above, the University will notify the faculty member of non-renewal and will, at the faculty member's request, provide a brief written explanation of the grounds for non-renewal. Faculty members whose appointments are not renewed may challenge such decisions using the Faculty Appeal process described in Article VIII.B below.

C. Termination for Reasons Other Than Faculty Member's Performance or Conduct

Tenured faculty members, as well as those serving on term appointments, may also be terminated for reasons other than resignation or non-renewal where, as set forth below, the faculty member is unable to perform the essential functions of the position, the faculty member is terminated in a condition of University financial exigency, or a faculty member is terminated consequent to program or department discontinuance. The termination situations set forth in this Article VII.C do not constitute dismissals for cause, which are separately addressed in Article VII.D below.

1. Termination for Inability to Perform Essential Functions of Position

- a. Termination of any faculty appointment may occur because of the faculty member's inability to perform the essential functions of the position, despite reasonable accommodation due to a disability. A disability is a non-temporary physical or mental condition that substantially limits one or more major life activities (e.g., seeing, hearing, walking, or working).
- b. Consistent with the American's with Disabilities Act, the Upper Iowa University Department of Human Resources will conduct the required interactive dialogue.

2. Termination Due to Financial Exigency

- a. Financial exigency is a severe financial crisis that fundamentally compromises the academic integrity of the institution as a whole and that cannot be alleviated by less drastic means. The University's Board of Trustees has the ultimate governance responsibility to address the financial condition of the University and may, after review of the University's financial situation, declare that a financial exigency exists due to a budget shortfall or other adverse financial condition. In such circumstances, faculty appointments, including tenured, probationary, or other appointments, may be terminated pursuant to the procedures that follow.
- b. Should a declaration of financial exigency be made by the Board of Trustees, the University president or designee shall develop a proposed action plan to address the financial exigency and confer with the faculty as follows:
 - i. The president or designee shall notify the faculty chair as soon as reasonably possible of the Board of Trustee's declaration and supply the faculty chair with

documentation about the need for a reduction in force consequent to financial exigency.

- ii. The president or designee shall meet with the faculty chair, faculty vice chair and an Ad Hoc Committee of faculty members appointed by the faculty (which shall include one full-time faculty representative from each of the academic schools) to review the documentation as well as the University's proposed action plan to correct the projected shortfall or adverse financial condition.
 - iii. Unless circumstances dictate otherwise, the Ad Hoc Committee will be given ten calendar days from the date the information described above is delivered to it to review the information, respond to the proposed action plan, and offer any recommendations regarding other ways to address the exigency. The University will give due consideration to any recommendations it receives from the committee.
 - iv. Within a reasonable timeframe specified by the University administration, the Ad Hoc Committee will provide a written recommendation to the Board of Trustees as to where within the overall academic program termination of appointments may occur; such recommendation will involve, but not be limited to, considerations of educational policy, affirmative action, faculty status, and length of faculty service.
 - v. The Board of Trustees will make a final decision regarding the proposed action plan offered by the president and the faculty committee recommendation.
- c. The president, in consultation with the appropriate deans and academic leadership, will determine based upon the decision of the Board of Trustees which, if any, faculty are subject to termination consistent with the directive of the Board of Trustees and the provisions of this process. The president or designee will issue written notice of termination to all affected faculty members.
 - d. If the University terminates faculty appointments because of financial exigency, it will neither at the same time make new appointments nor terminate the appointment of a tenured faculty member in favor of retaining a non-tenured faculty member, except in circumstances where the University finds that a distortion of the academic program would otherwise result.
 - e. A terminated tenured faculty member's position shall not be filled by a replacement for a period of two years from the date of employment termination, unless the faculty member has been offered full reappointment and has been given seven calendar days to accept or decline the offer. The University administration may treat the failure of the faculty member to respond to the offer within seven calendar days as a decision to decline the offer.
 - f. Faculty members receiving notices of termination pursuant to this provision may challenge such decisions using the Faculty Appeal Process set forth in Article VIII.B below.

3. Termination due to Program Discontinuance

- a. The decision to discontinue a program rests with the University's Board of Trustees and is based upon the judgment that the educational mission of the University as a whole will

be enhanced by the discontinuance. The decision of the Board of Trustees regarding program discontinuance is final.

- b. A recommendation to discontinue a program may originate with the University's faculty, administration, or the Board of Trustees. Where the administration or the Board of Trustees originates a proposal to discontinue a program, that proposal shall be forwarded to the respective academic school that houses the program, which will consider the proposal and forward the proposal, with its own recommendation, on to the respective University Curriculum Committee. The respective Curriculum Committee will consider the school recommendation and subsequently forward the recommendation of the Committee on to the University administration. The University administration shall consider the recommendation and forward it, along with its own recommendation to the Board of Trustees for final action on the discontinuance proposal.
- c. Faculty recommendations will be determined by means set forth by the respective school, or by procedures determined by the faculty and forwarded to the respective University Curriculum Committee.
- d. The respective Curriculum Committee will consider the faculty recommendation and subsequently forward the recommendation of the Committee on to the University administration.
- e. Once a recommended discontinuance has been reviewed by the appropriate University Curriculum Committee, the University administration will consider the recommendations and subsequently forward them along the recommendation of the University administration to the Board of Trustees for its consideration and final action on the discontinuance proposal. Except in extraordinary circumstances, the Board of Trustees decision regarding program discontinuance should be made and announced at least one full academic year before the program and any associated positions are discontinued.
- f. Following a Board of Trustees discontinuance decision, the president, in consultation with the appropriate deans and academic leadership, will determine based upon the decision of the Board of Trustees which, if any, faculty presently assigned to discontinued programs may be placed elsewhere within UIU. If that decision is made, the provost in consultation with the appropriate dean and department chair shall make every reasonable effort to offer any affected faculty member another equivalent faculty position before terminating an appointment. If no such position is available, the faculty member's appointment may then be terminated by notice from the president, with provision for severance pay beginning at the end of faculty member's current contract and equal to:
 - i. One month of salary, when terminated during the first year of probationary service.
 - ii. Three months of salary, when terminated during the second or third year of probationary service.
 - iii. Six months, when terminated after having been issued a letter of renewal subsequent to his/her third-year review.
 - iv. One year, when a tenured faculty member is terminated.

- g. A terminated tenured faculty member's position shall not be filled by a replacement for a period of two years from the date of employment termination, unless the faculty member has been offered full reappointment and has been given seven calendar days upon receipt of the offer to accept the offer and establish terms or decline the offer. The University administration may treat the failure of the faculty member to respond to the offer within seven calendar days as a decision to decline the offer.
- h. Faculty members receiving notices of termination pursuant to this provision may challenge such decisions using the Faculty Appeal Process set forth in Article VIII.B below.

D. Discipline, Remediation, and Dismissal for Cause

Faculty may also separate from employment due to dismissal for cause, which involves faculty performance or conduct that cannot be or has not been remediated. Terminations in situations of financial exigency, program or department discontinuance, or inability to perform the essential functions of the position do not constitute dismissals for cause.

Upper Iowa University is strongly committed to remediating faculty job performance where practicable and employing progressive discipline to address conduct issues where warranted; however, the University retains the discretion and responsibility in appropriate circumstances to address serious or continuing issues through dismissal of a faculty member for cause, without first engaging in formal remediation or progressive discipline.

1. Remediation or Discipline Short of Dismissal

- a. Job performance issues may be identified during annual evaluations, through student evaluations or complaints, through observations on the part of a faculty member's colleagues or supervisors, or where concerns come to the attention of the University in some other manner. The University will strive to address job performance issues through performance improvement plans. Such remediation efforts may involve, without limitation, mentoring, classroom observations, reassignments, professional development, or other enhanced supervision intended to address specific issues or general concerns about performance. The University will, as it deems appropriate, meet with the faculty member and develop appropriate agreed plans to improve faculty performance. Where difficulties are persistent or serious, or where remediation appears futile, job performance issues may form the basis for non-renewal or dismissal for cause, as further addressed below.
- b. Upper Iowa University is also strongly committed to employing progressive discipline to address and correct faculty conduct issues where warranted. When the University administration has reason to believe that faculty member conduct has occurred that constitutes grounds for discipline, including potential dismissal, it shall gather facts, which may involve interviews with the faculty member and witnesses and review of documents. Where alleged conduct or concerns involve a potential violation of the University's Title IX or other equal opportunity policies, University policy and best practices may first involve a prompt and thorough formal investigation, using University investigators or designated outside investigators, prior to the University's initiation of discipline. The University will also, as it deems appropriate, meet with the faculty

member and attempt to resolve concerns through an agreed plan to address conduct issues.

- c. In most cases, conduct that falls below the appropriate standard for a UIU faculty member will be addressed by the provost, jurisdictional dean, or other supervisor using progressive discipline, including, but not limited to, reprimands; warnings; modified teaching, committee, or program assignments; denial of salary increase; suspension; or non-renewal. Evaluations and interim assessments are not disciplinary in nature; information adduced during evaluations and interim assessments may form the basis for discipline, and failure to adhere to or unsuccessful completion of an improvement plan may form the basis for disciplinary action.
- d. During an investigation into conduct issues, the provost or designee may also place the faculty member on administrative leave pursuant to the standards and provisions set forth in Article VII.D.2.c below.

2. Dismissal for Cause

- a. In cases of persistent or serious conduct or performance issues, the University may dismiss a faculty member, including a tenured member, for cause. The provost or designee will notify the faculty member in writing of the University's dismissal decision. This notice will set forth the reasons for dismissal in sufficient detail to permit the faculty member to pursue an appeal under Article VIII.C below. Prior to issuing this notice, the provost or designee will meet with the faculty member to discuss the proposed dismissal and explore options for resolution. Depending upon the circumstances, any such notice may also be preceded by a formal investigation or by a fact-gathering process similar to the fact-finding process used prior to imposition of other discipline as set forth in Article VII.D.1 above.
- b. Grounds for dismissal should relate directly and substantially to the fitness of the faculty member in his or her professional capacity.
- c. Examples of performance or conduct issues that the University is responsible to address -- and that may, in some instances, form the basis for major sanctions, including dismissal -- include, but are not limited to:
 - i. Deficient performance of job responsibilities; professional incompetence (including failure to achieve satisfactory job performance or meet University expectations for quality and quantity of work, even after repeated and consistent efforts at remediation);
 - ii. Dishonest, unethical, or criminal conduct;
 - iii. Violation of federal, state, or local equal opportunity, anti-discrimination or harassment, or health and safety laws, regulations, or ordinances;
 - iv. Violation of University policies and procedures, including equal opportunity, sexual harassment or misconduct, academic integrity, provisions specified in the Staff and Administration Handbook, Faculty Handbook provisions, including the faculty responsibilities set forth in Article IV above, and other Academic Affairs, compliance, privacy, or health and safety policies;

- v. Deliberate or reckless conduct indicating a knowing or willful disregard of readily apparent risk that causes or threatens to cause harm to a member of the University community or the public;
 - vi. Any other conduct which, in the opinion of the University, threatens the reputation and mission of the University (and which cannot be remediated or addressed by means short of discipline).
- d. When, in the judgment of the provost or his/her designee, the presence of a faculty member on University property pending investigation of concerns or resolution of disciplinary matters threatens the health, safety, or operations of the University, or threatens to disrupt the working, living, or learning environment, the University provost or his/her designee may place the faculty member on administrative leave for the balance of the investigation or disciplinary process. The University reserves the right to determine if such administrative leave will be paid or unpaid and will so notify the faculty member as well as the Faculty Grievance Committee in the event a grievance is filed. In such circumstances, the provost, or his/her designee, may also direct that the faculty member be precluded from entering upon University property or contacting University students or representatives pending further notice. Faculty members placed on administrative leave or barred from campus pursuant to this provision may challenge such leave using the Faculty grievance process set forth in Article VIII.A below.
- e. The University administration and the involved faculty member shall generally attempt to limit disclosure of allegations made against a faculty member to those who need to know for purposes of appropriate investigation, remedial action, if any, and for decision making or processing of any grievance. However, Upper Iowa University reserves the right to disclose information related to such matters to others as it deems necessary based on the nature of the incident.

ARTICLE VIII. FACULTY GRIEVANCE AND APPEAL PROCESSES

The University is committed to offering faculty grievance and appeal processes that assist in resolving certain disputes or issues. Faculty members or administrators who participate as members of committees in reviewing renewal, tenure, promotion, disciplinary, termination, or dismissal matters – either during evaluation/review stages, during decision-making processes, or during grievance/appeal processes – are, to the fullest extent of the law and consistent with Board of Trustees policy, defended and indemnified against personal liability for conduct and decisions made within the scope of employment and in good faith.

A. Faculty Grievance Process

1. The goal of the faculty grievance process shall be to address and resolve on an effective and expeditious basis certain disputes or issues arising within the faculty, in order to assist faculty and academic administrators in continuing to be able to work together in a collegial and appropriate manner in the best interests of the students.
2. Faculty members have the right to grieve under this provision actions including, but not limited to violation of policy, procedure, Handbook provisions, or appropriate conduct by another faculty member, by academic leadership within the faculty member's department, or unit, or by the University, including imposition of discipline or remediation short of

dismissal for cause. Challenges to any formal employment decision by the University (e.g., renewal, tenure, promotion, dismissal, or termination decisions) shall be addressed using the Faculty Appeal processes set forth in Article VIII.B & C below and are not subject to this Faculty Grievance Process.

3. This grievance process may be initiated by a faculty member through the filing of a written grievance including the following as applicable:
 - a. the action being grieved,
 - b. the party or parties against whom or which the grievance is lodged,
 - c. the reasons why the grievant believes the conduct or action at issue was unwarranted,
 - d. the University policy, procedure, or standard that the grievant believes to have been violated, and
 - e. the relief sought.

If any of this information is not presently available to the grievant, the grievant should provide as much of the information as possible. Any such written grievance should be filed with provost and/or Human Resources within 30 calendar days after the action, conduct, or decision.

4. The provost or designee shall determine whether the grievance as filed fits the criteria for this process to apply. If the grievance is against the provost it should go directly to the president for consideration. Where a grievance appears to implicate more than one grievance or appeal process, the provost or designee shall determine which process applies and communicate this determination to the grievant, the opposing party (if any), and any other faculty or University committee, body, or representative needing to know. If another policy such as the Title IX, Section 504, or Faculty Appeal process applies, the provost or designee shall notify the grievant in writing. If this Faculty Grievance process applies, the provost or designee shall notify the grievant and the subject of the grievance in writing of this threshold determination and shall forward the grievance to the faculty chair or vice chair for further action. The faculty chair or vice chair will promptly review the grievance, decide based on the materials submitted whether it merits the convening of a Faculty Grievance Committee, and inform the grievant as well as the subject of the grievance and the provost in writing of this determination.
5. The provost or designee works collaboratively with the faculty chair, vice chair and chairs of the standing committees to convene a Faculty Grievance Committee.
6. If convened, the Faculty Grievance Committee will proceed to investigate the grievance and issue a written report of its findings and any recommended remedy to the grievant, to the subject of the grievance (if the subject is not the University), and to the provost. This process is intended to be an internal dispute resolution process by academic personnel, not a formal hearing, and any meetings are not subject to verbatim transcription or taping. The Faculty Grievance Committee may, however, take notes, prepare minutes, or otherwise memorialize the conduct of the meeting.
7. The provost will consider the recommendation submitted by the Faculty Grievance Committee and inform the grievant and any other parties to the grievance in writing of the provost's resolution of the grievance, this resolution is final and will be filed in the Academic Affairs Office. In the alternative, depending upon the nature of the issue being grieved, the

provost may delegate consideration and final resolution of a grievance to another appropriate academic administrator.

8. Grievances properly considered under this Faculty Grievance process shall be reviewed, and a proposed written resolution prepared by the Faculty Grievance Committee, within 30 days after the grievance is transmitted by the provost to the faculty chair or vice chair, except where this timeline is extended by the faculty chair, vice chair, or provost for good cause. Good cause may include the timing of a filing immediately before an academic break or summer, unavailability of parties or information, need for further investigation prior to resolution, or any other reasonable basis for an extension.
9. Nothing in this Faculty Grievance process precludes a faculty member from pursuing other available remedies outside the University.

B. Faculty Appeal Process

1. Renewal, tenure, promotion, and faculty termination decisions are not subject to the Faculty Grievance Process above and may instead be appealed using the following Faculty Appeal Process (Article VIII.B). Faculty dismissals for cause may be appealed using the Faculty Dismissal Appeal process set forth in Article VIII.C below.
2. Because the decisions subject to this Article VIII.B are preceded by extensive shared governance processes involving faculty and administrative reviews and recommendations, deference is due to those faculty bodies and committees, as well as to administrators, who have already reviewed these matters prior to the University's issuing a final decision on the merits. Appeals may only be taken from such determinations on the following grounds:
 - a. a serious departure from procedure or Faculty Handbook standards that could potentially have changed the outcome of the process;
 - b. violations of the University's anti-discrimination, harassment, or retaliation policies; or
 - c. alleged violations of academic freedom commitments.
3. Appeals of decisions using this process shall be filed with appropriate administrators pursuant to the following timelines:
 - a. Appeals of decisions not to renew appointments must be filed with the provost or designee within 10 business days after the decision in question has been communicated to the faculty member in writing or through a meeting with the provost or designee.
 - b. Appeals of decisions not to grant tenure or promotion must be filed with the president or designee within 10 business days after the president has forwarded to the faculty member his or her final recommendation regarding the request.
 - c. Appeals of decisions to terminate due to financial exigency or program/department discontinuance above must be filed with the president or designee within 10 business days after the president has forwarded to the faculty a notice of termination pursuant to Article VII.C above.
 - d. The filing of an appeal under this provision does not stay the effect of the decision in question, unless the provost or designee so determines and notifies the grievant in writing.

4. Appeals filed under this provision shall first be reviewed by the provost or designee to determine whether they have been filed in a timely manner, are able to be resolved under this process, and also to resolve any issues regarding the application of multiple grievance processes. If another process applies, the provost will so indicate; if multiple processes may apply, the provost will notify the parties as to the appropriate procedure.
5. Appeals properly filed under this Faculty Appeal Process shall be reviewed and resolved in writing by the administrator to whom the appeal is properly directed, using any level of investigation and review that the administrator deems appropriate in his or her sound discretion, provided that:
 - a. the following additional procedures will apply to any appeals from tenure and promotion decisions:
 - i. A faculty member who has been given notice of a recommendation by the president not to grant tenure or promotion may, within 10 business days after the appeal is transmitted to the president or designee for resolution, request a hearing before the Faculty Appeals Committee. Such a request is made to the provost who, after affirming the conditions in Section VIII.B.4 above, works collaboratively with the faculty chair, vice chair and chairs of the standing committees to convene a Faculty Appeals Committee.
 - ii. The hearing is limited to consideration of matters related to the grounds for appeal outlined in Section VIII.B.2 above.
 - iii. The written recommendation of the Faculty Appeals Committee will be forwarded to the president or designee within 30 calendar days after the faculty member requests a Faculty Appeals Committee hearing, unless the president or designee extends this timeline for good cause.
 - b. the following additional procedures will apply to any appeals from decisions to terminate consequent to financial exigency or program/department discontinuance:
 - i. A faculty member who has been given notice of an intention to terminate his/her appointment on the grounds of financial exigency or program/department discontinuance may, within 10 business days after the appeal is transmitted to the president or designee for resolution, request a hearing before the Faculty Appeals Committee. Such a request is made to the provost who, after affirming the conditions in Section VIII.B.4 above, works collaboratively with the faculty chair, vice chair and chairs of the standing committees to convene a Faculty Appeals Committee.
 - ii. The hearing may include, but is not limited to consideration of the following:
 - a. The validity of the educational judgments and the criteria for identification for termination of the particular faculty member (provided that the final determinations of financial exigency or program/department discontinuance by the Board of Trustees may not be challenged);
 - b. Determining whether the criteria are being applied properly in the individual case;

- c. A request for the committee to recommend to the University administrator deciding the appeal the placement of the faculty member in another suitable instructional position.
 - d. The Faculty Appeals Committee may also consider the University's compliance with the procedures set forth in Article VII.C above in reviewing the faculty member's appeal.
- iii. The written recommendation of the Faculty Appeals Committee will be forwarded to the president or designee within 30 calendar days after the faculty member requests a Faculty Appeals Committee hearing, unless the president or designee extends this timeline for good cause.
6. If an appeal of a non-renewal or a termination under Article VII.C is sustained as a result of this Faculty Appeal Process, the administrator resolving the appeal, being the final decision maker in the matter, may remand the matter to a prior committee or decision maker for further proceedings or may reverse the decision in question and take other appropriate action. If an appeal involves a tenure or promotion decision, the final resolution of the appeal shall be a written resolution on appeal by the president, which will be provided by the president to the Board of Trustees with other prior recommendations and materials regarding the decision in question, including but not limited to the recommendation of the Faculty Appeals Committee. The Board of Trustees shall make a final decision regarding the matter in question, considering not only the prior recommendations but also the president's resolution on appeal.
7. Nothing in this Faculty Appeal Process precludes a faculty member from pursuing other available remedies outside the University.

C. Faculty Dismissal Appeal Process

1. The following Faculty Dismissal Appeal Process applies where, after investigation and discussion with the faculty member, the provost or designee provides notice of dismissal for cause to the faculty member pursuant to the provisions of Article VII.D.2 above. This Faculty Dismissal Appeal Process is intended to promote due process and an efficient resolution of challenges to dismissal from faculty employment, including challenges by tenured faculty. While it is intended for appeals under this process to be resolved as expeditiously as possible, the ultimate goal is a fair and thorough resolution; as such, the time limitations set forth in this Process may be extended by the provost or designee for good cause and by written notice to the faculty member and other parties.
2. Steps in Faculty Dismissal Appeal Process
 - a. Step One: Initial Consideration by Faculty Appeals Committee
 - i. The faculty member (hereinafter "appellant") shall, within ten calendar days of receiving the written notification of dismissal, submit a written statement of the appeal to the provost or designee. The provost will work collaboratively with the faculty chair, and vice chair and chairs of the standing committees to convene a Faculty Appeals Committee. The statement shall identify the faculty member

bringing the appeal, a concise statement of the grounds for appeal from the dismissal, and the specific relief sought.

ii. Appeals from dismissal for cause may only be made on one or more of the following grounds:

- That the University violated applicable procedures or the Faculty Handbook standards set forth in Article VII.D.2 in a significant manner;
- That the University violated its anti-discrimination, harassment, or retaliation policies;
- That the University violated the academic freedom rights of the appellant;
- That the sanction of dismissal is disproportionate to the conduct substantiated.

iii. The Faculty Appeals Committee will review the allegations, which may involve meeting with the faculty member, provost, dean, and any other University representatives involved in investigating and determining appropriate discipline in this or prior matters involving the faculty member, or others whom the Committee deems to have relevant knowledge. The Committee may also review University documentation regarding the matter as provided by the provost or designee. This is an academic review process, not an evidentiary hearing, and counsel shall not represent either party in any such meetings unless other permitted by University policy. The Committee process must be completed within 30 calendar days after the appeal is filed with the provost or designee. The committee will provide a written recommendation directed to the appellant and to the provost or designee.

b. Step Two: Review of Recommendation by Provost or Designee

- i. The provost, or his/her designee, review the Faculty Appeals Committee's written recommendation and meet with the faculty member within ten (10) calendar days of receipt of the recommendation, both to gather any additional information deemed relevant and also to explore, in the University's discretion, whether a mutually agreeable resolution may be reached with the faculty member.
- ii. Based upon the recommendation and meeting, as well as any other information deemed relevant, and if no resolution is reached, the provost or designee will make a determination whether to reconsider or modify the dismissal decision and will communicate this determination to the faculty member, as well as the Faculty Appeals Committee, in writing within 21 calendar days after receipt of the recommendation.

c. Step Three: Final Appeal to the President or Designee

- i. If the faculty member is not satisfied with the provost or designee's resolution of the appeal, the faculty member may, within 10 calendar days of receiving the provost or designees' resolution, file a final appeal with the president of the University or the president's designee.
- ii. The president will consider and resolve this appeal in writing and this decision is final.

3. During the course of a Faculty Dismissal Appeal Process, the provost or president (or their designees) may extend the timelines set forth in this Process for good cause. If at any time during a Faculty Dismissal Appeal the faculty member decides not to pursue further appeal, the provost or designee shall confirm the decision, which shall be final as of the time the faculty member elects not to appeal.
4. Nothing in this Faculty Dismissal Appeal Process precludes a faculty member from pursuing other available remedies outside the University.

ARTICLE IX. EMPLOYMENT LEAVES

A. Leave of Absence

1. A faculty member wishing to take a leave of absence must write a letter of request to his/her dean, who then recommends approval or denial to the provost. Leaves of absence require final written approval from the president.
2. A leave of absence is an unpaid leave not arising from a request made under the FMLA or ADA for a specified time not to exceed 12 months, and the faculty member must pay 100% of all costs associated with the leave. This includes paying the University portion of the health insurance and retirement program if the individual wishes to remain on those plans during the leave.
3. The faculty member must confirm in writing his or her intention to return from the leave of absence with the respective school dean and the provost no later than sixty days before the end of the specified leave time.
4. Failure to confirm one's intention to return to employment by the means and within the time specified in Article XI.A.3, or failure to return to employment at the end of the specified leave time is considered cause for the University to terminate employment of the faculty member.

B. Sabbatical Leave

Upper Iowa University's sabbatical leave program enhances the professional growth and renewal of its faculty. A faculty member on sabbatical leave suspends all university duties typically associated with his/her position, including teaching and committee appointments, and is expected to engage in a significant project related to his/her professional growth, as outlined in his/her proposal. Tenured faculty members with at least seven years of service to Upper Iowa University are eligible. Subsequent sabbatical leave eligibility requires six additional years of service after returning from a sabbatical leave.

C. Growth Leave

A tenure-track faculty member with a minimum of three years teaching experience at Upper Iowa University who shows outstanding promise as a teacher is eligible to apply. Growth leave may be used to complete a terminal degree or add to a completed degree to enhance instruction. Faculty may apply no earlier than their third contracted year and may not begin a growth leave

until satisfactory completion of their third year. A faculty member shall be granted at most one year of growth leave.

D. Procedure for Requesting Either Sabbatical or Growth Leave

1. Applications for a sabbatical or growth leave shall be submitted to the faculty member's dean by October 15 of the year prior to the academic year of leave, who will evaluate both the quality of the application and the impact on the school were the leave to be granted. The dean forwards her/his recommendation to the provost on or before November 15 of the year prior to the academic year of the leave.
2. The application shall describe the nature and purpose of the activities to be undertaken as well as the anticipated benefits to the applicant and/or University. Furthermore, the application shall demonstrate that reasonable preparations have been made to ensure that the proposed activities are feasible and worthy of support. Financial impacts will be taken into consideration and should be included in the application.
3. The provost evaluates applications on the basis of the merits of the proposed activities, the availability of funds, and institutional needs and shall forward her/his recommendation to the president, who shall either recommend the request to the Board of Trustees or deny the request. The Board of Trustees will make the final decision on whether to approve or deny a sabbatical or growth leave.
4. Faculty members who submit a proposal that is turned down may subsequently submit a new proposal. Such a proposal shall be considered without prejudice if the faculty member is otherwise eligible.
5. Sabbatical and growth leaves may be awarded for either one academic year at half salary or one semester at full salary. One-semester sabbatical or growth leaves may be taken in either the fall or spring semester. Full-year sabbatical or growth leaves may be taken in more than one academic year.
6. The University's contribution to health and insurance benefits will continue. The University's contribution for retirement will be based on actual compensation from the University.
7. A faculty member receiving a sabbatical or growth leave must report all anticipated leave-related income in the original application and any subsequent leave-related income thereafter to the provost. If the sum of any remuneration received related to the leave and the University's contribution exceeds 125% of the participant's regular salary, the University's contribution will be reduced.
8. Prior to the start of a sabbatical or growth leave, the faculty member will execute a sabbatical agreement with the University that sets forth the terms, conditions, and limitations set forth in this section, including the obligation to return to the University for a period of time after the end of the leave or else repay the University in part or in full for the salary and benefits received from the University during the leave in question. The faculty member shall also file a written report of the sabbatical or growth leave accomplishments and activities to the provost within sixty days of the terminal date of the leave.

9. The faculty member receiving a sabbatical or growth leave is expected to carry out the activities listed in the leave application. The provost must approve a change in proposed activities.
10. A faculty member receiving a sabbatical growth leave is expected to continue in the service of the University after the leave is over. If the faculty member does not return to the University, she/he must repay the University in full, with interest, the salary and benefits received from the University during the leave, consistent with the faculty member's commitment set forth in the sabbatical agreement executed prior to the faculty member's sabbatical leave.
11. Faculty resigning prior to completion of two academic years of employment with the University immediately following the sabbatical leave is over will repay a prorated portion of the salary that were received from the University during the leave.
12. Sabbatical leave periods count toward the temporal requirements for promotion. Growth leave periods count toward the requirements for promotion; however, growth leave periods shall not satisfy temporal requirements for tenure.

APPENDIX I

Faculty Forms

Upper Iowa University
PEER REVIEW OF FACULTY

Faculty _____ Title/Rank _____

School _____ Course: _____

_____ Session _____ Date _____ Time _____

Learning Experience/Modality _____ Enrollment _____ Active Participants _____

Observer Name _____ Title/Rank _____

Observer's School _____

Faculty: Please provide to your reviewer a copy of your course syllabus along with copies of any materials available to students at the time of review appropriate for the learning experience in which you teach (text is optional). Please also provide a course attendance list as evidence for enrollment.

1. Provide examples of how the faculty demonstrated command of the subject matter and their ability to clearly communicate the subject matter (F2F, Online, other).
2. Explain the teaching techniques for the learning modality that were used and explain whether they were conducive for creating a challenging learning environment (F2F, Online, other).
3. Discuss whether or not the learning objectives for the lesson/course were met.
4. Describe examples of student engagement and participation and in what modality
5. Describe the level and type of faculty interaction with the students.
6. Explain the utilization of effective teaching methods you observed in the classroom/LMS.
7. What specific recommendations would you make to improve the faculty's teaching effectiveness?
8. What recommendations would you make in terms of what the faculty should continue to do?

APPENDIX II

UIU FACULTY BYLAWS

ARTICLE I. Purpose and Authority

The faculty is responsible for recommending policies and procedures to the Upper Iowa University administration, either through itself or through its delegated governing organization, the Faculty Senate.

ARTICLE II. Membership

- A. Members of the faculty shall be all Upper Iowa University teaching personnel with full-time appointments, holding the rank of professor, associate professor, assistant professor, or lecturer, whose primary responsibility is teaching students at least half time for the university. Additional release time designated by written authorization of the provost does not preclude membership.
- B. Individuals under an employment agreement as adjunct faculty shall be considered members of the faculty during academic terms of their employment.
- C. Full-time tenured, tenure track, and full-time lecturer faculty members are bound to the Faculty Handbook.

ARTICLE III. Voting Rights

Members of the faculty with full-time appointments shall hold the right to vote in and outside of faculty meetings, in elections, or on other items presented to the full-faculty voting membership.

ARTICLE IV. Officers

- A. The officers of the faculty shall be the Chair and the Vice Chair. Terms for these officers shall begin May 1 and last for a twelve month period.
- B. The Faculty Chair shall preside at all meetings of the faculty and Faculty Senate. The Vice Chair shall take and distribute minutes from all faculty and Faculty Senate meetings. The Vice Chair may also chair a committee in the absence of that committee chairperson and may sit in on other committees. In the absence of the Chair, the Vice Chair shall preside at meetings of the faculty and Faculty Senate.
- C. To begin the process, the Chair shall be elected by a majority vote of the faculty; thereafter, the Vice Chair shall succeed to the position of Chair. The Vice Chair shall be elected in the spring of each year by a majority vote of the faculty.

- D. In the event that the Chair is recalled or unable to complete their term of office, the Vice Chair succeeds the Chair and serves the remainder of the term. An election is held immediately to fill the open position of Vice Chair following the relevant procedures in Article V, Section C of these bylaws. In the event that the Vice Chair is recalled or unable to complete their term of office, an election is held immediately to fill the open position of Vice Chair following the relevant procedures in Article V, Section C of these bylaws.
- E. The Chair and Vice Chair, being elected representatives of the faculty, are subject to recall by the faculty. Either officer may be recalled by a two-thirds vote of the voting members present at an officially called meeting of the faculty or the senators present at an officially called meeting of the Faculty Senate. If a recall motion is made, the provost or the other officer not being recalled shall be in charge.
- F. Faculty Officer Stipend or Release Time
1. During his or her term, the Faculty Chair will receive either a stipend equivalent to overage for two (2) 3-credit hour courses at the scheduled overage rate for that individual, paid in equal monthly installments during the individual's term of service, or release time equivalent to two (2) 3-credit hour courses, or some combination thereof.
 2. During his or her term, the Faculty Vice Chair will receive either a stipend equivalent to overage for one (1) 3-credit hour course at the scheduled overage rate for that individual, paid in equal monthly installments during the individual's term of service, or release time equivalent to one (1) 3-credit hour course, or some combination thereof.
 3. The Faculty officer stipends will be budgeted and paid for through the Provost's Office. If release time is chosen, coverage of the release time for the respective School will be budgeted and paid for through the Provost's Office.

ARTICLE V. Procedures

A. Faculty Meetings

1. The faculty shall meet at least twice a year, once during the week prior to the start of Fall Session I classes and once on the third Wednesday of April. The third Wednesday of October, November and February shall be reserved for the faculty to meet on an as needed basis at the discretion of the Chair. Special meetings of the faculty to discuss or decide specific issues may occur at other times if called by one of the following:
 - a. a majority vote of the faculty holding voting rights as defined in Article III of these bylaws;
 - b. the President or Provost;
 - c. the Faculty Chair with majority approval of the faculty members on the Faculty Senate.
2. A quorum shall consist of the voting faculty members in attendance.

3. Minutes from all faculty meetings shall be made available to the faculty, the Provost, and the President two weeks following the meeting, and these shall be amended to include the results of any votes on motions from the meetings taken outside of faculty meetings.
 4. Faculty meetings shall operate according to a simplified version of Robert's Rules of Order which will be made available through the Faculty Chair. A majority vote is required to approve a motion.
- B. The faculty or Faculty Senate may approve a proposal and forward it to the administration. The administration may:
1. Accept, and if needed, forward the proposal to the Upper Iowa University Board of Trustees in accordance with Board bylaws for its consideration;
 2. Reject the proposal; or
 3. Return a modified version of the proposal to the faculty or the Faculty Senate for reconsideration.
 4. If a proposal comes before the Board of Trustees, the Board of Trustees may accept, reject or return a modified version of the proposal for reconsideration.
- C. Elections
1. The faculty elects its officers by a majority vote of its members. Elections shall be held in the spring of each year, with the Chair in charge of elections. When the Chair is being elected, the Provost shall be in charge.
 2. Nominations shall be secured and elections completed by the end of April of each year.
 3. Ballots shall be made available to each faculty member eligible to vote.
 4. Results of elections shall be announced to the faculty, the Provost, and the President as soon thereafter as possible.

ARTICLE VI. Faculty Senate

A. Purpose and Membership

1. The Faculty Senate shall serve as the governing body of the faculty. Proposals approved by the Faculty Senate shall be made to the University administration. The Faculty Chair shall serve as Chair of the Faculty Senate and the Faculty Vice Chair shall serve as Vice Chair of the Faculty Senate.
2. Six senators elected from each of the Schools will be considered voting members of the Faculty Senate.
 - a. In April, each School shall elect six individuals to serve as senators on the Faculty Senate, and identify the standing committee on which each representative will serve.

- b. Terms for these individuals shall began May 1 and last for a twelve-month period.
3. The Provost, Registrar, Vice President of Student Life and International Education, the Director of Academic Success and all Graduate Program Chairs or Directors (unless selected to serve as a voting member by their School) shall serve as non-voting members.
4. A member of the Faculty Senate may designate a proxy should the member be unable to attend a meeting.

B. Meetings

1. The Faculty Senate shall meet from September through May on the second Wednesday of each month. Meetings shall be open to attendance by all members of the faculty as defined in Article II of these bylaws.
2. By majority vote, the Faculty Senate can elect to go into closed session, which shall be limited to faculty officers and voting members. By majority vote, the Faculty Senate can elect to leave closed session. Other votes cannot be taken during closed session.
3. The Faculty Senate, at the September meeting, shall determine the time of these meetings, which will remain constant throughout the year.
4. The Faculty Senate shall meet within one week's notice throughout the calendar year upon request of the Faculty Chair, the President, or the Provost.
5. A quorum shall consist of 50% plus one of the voting members.
6. Minutes from all Faculty Senate meetings shall be made available to all faculty, members of the Faculty Senate, and the President one week prior to the next Faculty Senate meeting. These minutes shall include the results of any votes taken outside of Faculty Senate meetings not covered in Article V.A.3 of these bylaws.
7. Meetings of the Faculty Senate shall operate according to a simplified version of Robert's Rules of Order, which will be made available through the Faculty Senate Chair. A majority vote is required to approve a motion.

C. Standing Committee Structure and Meetings

1. The standing committees of the Faculty Senate shall be the Academic Affairs Committee, the Assessment Committee, the Faculty Development and Welfare Committee, the Faculty Governance Committee, the Graduate Curriculum Committee, and the Undergraduate Curriculum Committee.
2. Ad hoc committees may be created by the faculty to work on special projects that do not normally fall within the jurisdiction of standing or special committees. Such committees are seated by using the approved process for seating faculty on committees. After the completion of its task, the ad hoc committee ceases to exist.

3. All standing committees shall meet, at minimum, monthly September through May, and their minutes shall be made available to the committee, all faculty, the Provost, and the President one week before the next meeting of the Faculty Senate.
4. A member of a standing committee may designate a proxy should the member be unable to attend a meeting.
5. Standing committee meetings shall operate according to a simplified version of Robert's Rules of Order which will be made available through the Faculty Senate Chair. A majority vote is required to approve a motion.
6. Proposals approved by standing committees (other than those emanating from the Curriculum Committees) must be approved by a majority vote of the Faculty Senate before being presented to the University administration.

D. Standing Committee Makeup and Responsibilities

1. The Academic Affairs Committee shall deal with all academic matters of the University not covered by the jurisdiction of the Curriculum Committee, including but not limited to admissions requirements, transfer credit, and graduation requirements for undergraduate and graduate programs. The committee shall consist of the following:
 - a. Voting members – Two representatives designated by each school, one of which will serve as a senator on the Faculty Senate.
 - b. Non-voting members – School Deans, Provost, Vice President for International Programs, Director of Student Financial Services, Registrar, Faculty Athletics Representative and a student representative chosen by the student government association, in conjunction with the Dean of Students.
 - c. In May, the voting members will elect a faculty member to serve as committee chair. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President. The committee reports directly to the Faculty Senate. A committee motion, when being presented to the Faculty Senate, does not require a second.
2. The Assessment Committee shall deal with all issues related to academic assessment, including but not limited to assessment of the general education requirements, academic programs, majors, and minors. The committee shall consist of the following:
 - a. Voting members – Two representatives designated by each school, one of which will serve as a senator on the Faculty Senate.
 - i. Faculty selected by the membership of each school will bear the responsibility of shepherding proposals from their respective schools to the Assessment Committee.
 - ii. Faculty selected to serve on the Assessment Committee should have not only experience with assessment, but also a strong desire to commit the time and effort necessary to fulfill the obligations of serving on the committee.
 - b. Non-voting member – Director of Academic Assessment.

- c. In May, the voting members will elect a faculty member to serve as committee chair. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President. The committee reports directly to the Faculty Senate. A committee motion, when being presented to the Faculty Senate, does not require a second.
 - d. There is one subcommittee reporting to the Assessment Committee.
 - i. The General Education Assessment Committee shall coordinate assessment of the general education requirements. The committee shall be composed of the following:
 - a. Voting members – One faculty member elected from each of the Schools.
 - b. Non-voting member – Director of Academic Assessment.
 - c. In May, the members will elect a faculty member to serve as committee chair. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President.
3. The Faculty Development and Welfare Committee shall be concerned with the broad aspects of faculty development and welfare. When competitive grant monies beyond school budgets are made available for professional development by the Office of the Provost, the Faculty Development and Welfare Committee shall be the group to review funding requests, based on the criteria cited (individual funding limitations, eligibility requirements, deadlines, etc.) when such funding is made available. The committee shall be composed of the following:
- a. One full-time faculty representative designated by each school who will also serve as a senator on the Faculty Senate, one adjunct faculty member representing the center learning experience and one adjunct faculty member representing the online learning experience. All faculty representatives will be voting members of the committee.
 - b. Non-voting member-Director of Academic Professional Development
 - c. In May, the voting members will elect a full-time faculty member to serve as committee chair. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President. The committee reports directly to the Faculty Senate. A committee motion, when being presented to the Faculty Senate, does not require a second.
4. The Faculty Governance Committee has the responsibility for reviewing the Faculty Handbook, Faculty Bylaws, all appendices to the Faculty Handbook, and academic forms. It shall recommend additions, deletions, or modifications; or remand documents to other committees as needed.
- a. One full-time faculty representative designated by each school who will also serve as a senator on the Faculty Senate. All faculty representatives will be voting members of the committee.

- b. Non-voting members—Provost or designee from the Office of the Provost, a School Dean appointed by the Provost
 - c. In May, the voting members will elect a full-time faculty member to serve as committee chair. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President. The committee reports directly to the Faculty Senate. A committee motion, when being presented to the Faculty Senate, does not require a second.
5. The Graduate Curriculum Committee (GCC) has the responsibility of reviewing and approving graduate credit course proposals initiated by a school, reviewing and making recommendations regarding new graduate program proposals and program modifications, and identifying issues affecting graduate education. The committee shall meet monthly from September to May, and as needed outside of this time, to review proposals. The committee shall consist of the following:
- a. Voting members – Two representatives designated by each school, preferably faculty with graduate teaching experience. One of the representatives will serve as a senator on the Faculty Senate.
 - i. Deans of each school will bear the responsibility of shepherding proposals from their respective schools to the GCC.
 - ii. Faculty selected to serve on GCC should have not only experience with curriculum development, but also a strong desire to commit the time and effort necessary to fulfill the obligations of serving on the committee.
 - b. Non-voting members – School Deans, Registrar, CIE Representative, and the Provost.
 - c. In May, the voting members will elect a faculty member to serve as committee chair. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President. The graduate curriculum committee may approve a proposal and forward it to the administration. The administration may: accept and, if needed, forward the proposal to the Upper Iowa University Board of Trustees in accordance with Board bylaws for its consideration, reject the proposal, or return a modified version of the proposal to GCC for reconsideration. In turn, the Board of Trustees may accept, reject or return a modified version of the proposal for reconsideration.
6. The Undergraduate Curriculum Committee (UCC) shall deal with all academic matters of the University related to undergraduate curriculum, including but not limited to changes in coursework, majors, programs and academic requirements. The committee shall meet monthly from September to May, and as needed outside of this time, to review proposals. The committee shall consist of the following:
- a. Voting members – Two representatives designated by each school, one of which will serve as a senator on the Faculty Senate.
 - i. Deans of each school will bear the responsibility of shepherding proposals from their respective schools to the UCC.

- ii. Faculty selected to serve on the UCC should have not only experience with curriculum development, but also a strong desire to commit the time and effort necessary to fulfill the obligations of serving on the committee.
- b. Non-voting members – School Deans, Provost, Registrar, enrollment management representative, and the most senior administrative representative from CIE.
- c. In May, the voting members will elect a faculty member to serve as committee chair. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President. The curriculum committee may approve a proposal and forward it to the administration. The administration may: accept and, if needed, forward the proposal to the Upper Iowa University Board of Trustees in accordance with Board bylaws for its consideration, reject the proposal, or return a modified version of the proposal to UCC for reconsideration. In turn, the Board of Trustees may accept, reject or return a modified version of the proposal for reconsideration.

ARTICLE VII. Special Committees

A. Special Committee Structure and Meetings

1. The special committees of the faculty shall be the Academic Information Services Committee, the Academic Misconduct Board, the Athletics Committee, Faculty Grievance or Appeals Committees, and the Honors and Awards Committee.
2. The chairs of the Academic Information Services Committee, the Athletics Committee, and the Honors and Awards Committee shall solicit agenda items monthly, September through May. The committee chair will determine when a meeting is needed. Meeting minutes shall be made available to all faculty and members of the Faculty Senate one week before the next meeting of the Faculty Senate.
3. The Academic Misconduct Board meets on an as needed basis as determined by School Deans.
4. Faculty Grievance or Appeals Committees are constituted and meet on an as needed basis according to procedures outlined in the Faculty Handbook.

B. Special Committee Makeup and Responsibilities

1. The Academic Information Services Committee serves as an advisory committee to the Director of Library Services and the Executive Director of Information Technology Services (ITS). The committee shall be composed of the following:
 - a. Library Representative (who shall be designated by the Director of Library Services); Learning Management System (LMS) Representative (who shall be designated by the Executive Director of ITS); User Support & Network Services (USS) Representative (who shall be designated by the Executive Director of ITS); one faculty representative from each of the Schools; and two students.

- b. In May, the members will elect a faculty member to serve as committee chair. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President. A committee motion, if presented to the Faculty Senate, does not require a second.
 2. The Academic Misconduct Board is responsible for conducting hearings on matters referred to it by School Deans. The Academic Misconduct Board reports its verdicts to the parties involved, the appropriate School Dean, and the Provost. The Academic Misconduct Board shall consist of the following:
 - a. Six faculty members, selected by the Faculty Senate in May; the Registrar; and the Director of Academic Success.
 - b. The six faculty members on the board will select one of their number to serve as chair.
 - c. The six faculty members on the board will serve as a pool from which membership is selected for a particular hearing. The chair of the board determines a membership of three faculty members from the approved pool for each hearing.
 - d. A committee motion, if presented to the Faculty Senate, does not require a second.
 3. The Athletics Committee shall consider questions relating to the intercollegiate athletic program. Membership shall consist of the following:
 - a. Faculty Athletic Representatives (one of whom shall be designated Chair of the committee by the President); Athletic Director; Senior Woman Administrator; three faculty members selected at large from the university, with preference being given to having one representative from each of the Schools; and two students.
 - b. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President. A committee motion, if presented to the Faculty Senate, does not require a second.
 4. Faculty Grievance or Appeals Committees shall hear grievances or appeals brought by faculty members on matters specified as eligible for grievance or appeal in the Faculty Handbook. Such committees report their recommendations or determinations as outlined in the Faculty Handbook.
 - a. A Faculty Grievance or Appeals Committee shall consist of the following: five faculty members, three of whom must be tenured. Members of a Faculty Grievance or Appeals Committee may not be close family members of the grievant, be the target of the grievance, be involved in the decision or the action being grieved, or be unable for any other reason to participate fully and fairly in resolving the particular grievance under consideration.
 - i. The members shall be selected by the officers of the Faculty Senate and the chairs of the standing committees, in collaboration with the Provost, using the standards set forth in Article VI.B.4.a of these bylaws. The grievant or appellant shall have the right to veto one selection and the right to appoint one replacement whom the officers of the Faculty Senate and the chairs of the standing committees, in collaboration with

- the Provost determine to meet the requirements of Article VI.B.4.a of these bylaws and who will therefore be confirmed as a member of the committee.
- ii. No person who is identified as a target of a grievance shall participate in the selection of the grievance committee members or in the committee's deliberation.
 - iii. If the grievance is brought specifically against the Provost, the Provost shall play no role in the selection of the grievance committee membership. In such a case, the President shall designate another member of the administration to participate in selection of the Faculty Grievance Committee, and the Committee's recommendation shall be reported to the President through the Faculty Chair.
5. The Honors and Awards Committee shall coordinate the selection of students for awards and honors and delegate responsibility for coordinating appropriate recognition for the recipients. The committee shall be composed of the following:
- a. Executive Assistant to the Vice President for External Affairs and Grants Administrator, Vice President for External Affairs, Communications and Outreach Coordinator, Director of Alumni Relations, Director of Academic Success, Financial Aid Specialist, Director of Students, Executive Director of Retention and Operations, Executive Assistant to the President, Director of Military and Veteran Services, one faculty member elected from each of the Schools, and two senior residential university students as selected by the student government association. If any of these positions are vacant a representative will be selected by the associated department.
 - b. In May, the members will elect a faculty member to serve as committee chair. The chair will distribute an agenda and take minutes. The chair will also be responsible for making minutes available to the committee, all faculty, the Provost, and the President. A committee motion, if presented to the Faculty Senate, does not require a second.

ARTICLE VIII. Amendments

- A. Proposals to amend these Bylaws may be presented, in writing, at any meeting of the faculty.
- B. Once presented, such proposals shall be tabled until the next meeting of the faculty.
- C. Passage shall require an affirmative vote by a majority of the membership of the faculty holding voting rights as defined in Article III.

There are two exceptions to Sections B. and C. under Article VIII of these bylaws: changes to university position titles and changes to non-voting committee membership may be presented at any meeting of the faculty and passed by procedures described in Article V of these bylaws.