

Fall 2015 Faculty Guide Updates

In response to the Higher Learning Commissions request to improve the quality of policy at UCM, the Faculty Guide has undergone an online format change. Based on best practices, the new format improves access, identifies the date and type of revisions, and provides short descriptions with hyperlinks to primary document sites. In addition, there have been several fully vetted and approved changes to the Faculty Guide this fall. Please go to the Faculty Guide to view these updates in their entirety:

I. Editorial changes throughout.

II.A. Academic Honesty – Academic Alert information added.

II.D. Faculty Meetings – exceptions for attendance added.

II. C. Commencement Role – editorial changes and exceptions for attendance added.

I.F. 2. Office Hours – renamed Availability of Faculty; addressed online courses and student accessibility to faculty.

II.F. 1. Course Syllabi – clarified the use of current syllabi on file, addressed online distribution of syllabi to students, and cited 34CFR600.2 for student engagement.

II.F.5.Grades – 1st half of the semester and summer grades are due by the Tuesday following the end of the class.

III.G. Faculty Professional Enhancement – Request for academic leave links updated to reflect current funding processes.

IV. J.2. Sexual Harassment Policy - link to Title IX added.

V. University Services added content for:

C. 9. Mentoring, Advocacy and Peer Support

C. 10. Office of Military and Veterans Services

C. 11. KC REACHE

C. 12. Title IX

VI. C. Corporate Sponsorship Program – deleted.

Lastly, Academic Procedures and Regulations (AP&Rs) are in section VII of the Faculty Guide. AP&R s reviewed and/or updated in the Fall 2015 include: AP&R #2 Academic Chairs Position Description, #8 Coordination of Surveys through the Office of Institutional Research, #9 Procedures for Human Subjects

Review, #20 Staffing Plan Guidelines, and #21 Promotion and Tenure Appendices. AP&Rs which were inactivated include: AP&R# 13 Weekend College Courses and #26 Intellectual Property Rights which was elevated to the Board of Governors and University Procedure level.

Spring 2016 Faculty Guide Updates

I.E. University Policy Review Council – disbanded, see BOG Policy on Policy 1.2.010

II.E.1. Adjunct/dual credit -added

II.F. Textbooks – editorial revisions

II.F.1 Instructional Procedures: Syllabi – updated with OAS guidance

II.F.2. Instructional Procedures Recording Devices - updated with OAS guidance

II.F.2. Instructional Procedures: Examinations - updated with OAS guidance

II.G.2. Evaluation of Department Chairs, Deans, and the Provost -updated to reflect current practice

II.H. Student Academic Appeal Procedures – timeframe for filing a grade appeal revised

II.I. Teacher/Professional Governance and Procedures- link to committee charge updated

II.J. Establishing and Maintaining Academic Policies – new policy

III.B.1. Academic Freedom and Tenure – University policy and procedure information added

III.B.3.e. Contracts- required signature information added

III.B. 4 Faculty responsibility to file for promotion and/or tenure- added

III.B.4.k Updated - reflects 2005 delegation from BOG to President

III.B.4.k. Updated - clarifies that P&T will not be automatically granted.

Section III.B. Promotion and Tenure - listed in four sections to improve access

IV.N. Responsible Conduct of Research Ethics in Research Document - revision

AP&R 2 Academic Chair Position Description was moved into Section I.H. Academic Department Chairs and linked to HR processes

AP&R 3 Academic Program Advisory Boards – minor edits to appointment procedures

AP&R 12 Entrepreneurial Offerings – editorial updates

AP&R 17 Sponsored Programs –reviewed with updates

AP&R 22 Certificate Program Approval Guidelines – minor revisions

AP&R 23 Academic Department By-Laws and Internal Governance - reviewed with no changes

AP&R 25 Joint Accelerated Degree Programs – minor revisions

Fall 2016 Faculty Guide Updates

I. D. Strategic Leadership Team – revised to retain a reference to BOG 1.2.040 and remove titles of membership not within Academic Affairs purview September 2016

I. E. University Policy Review Council – updated to reflect BOG adoption of Policy on Policy September 2016

I.F. Provost Council – reviewed by Provost Council, edited “she” to “who”, hyperlink updated October 2016

I.G Academic Council – hyperlink updated October 2016

I.J. Faculty Senate – reviewed by FS Executive Committee – no changes October 2016

II. E. 1. Graduate Faculty - edited to reflect Graduate School and International Admissions restructuring. Revised by the Graduate Council, September 2016

II. E. 2. Adjunct Instructors/Dual Credit Faculty - Edited “adjunct instructors” to read “adjunct faculty and dual credit faculty” to improve clarity and consistency of terminology September 2016

II.F.1. Classroom Control – updated to reflect current practices per Student Experience and Engagement and Public Safety. Faculty Senate motion 2015-2016_ 11 October 2016

II.F.2. Examinations – updated to reflect current practices per Student Experience and Engagement and the Office of Accessibility Services October 2016

II. F.2. Instructional Procedures: Examinations, Grades, Grading System, Recording Devices, Field Trips - deleted outdated language related to publically posting grades summer 2016

II.F.3 Course Fees – edited to update hyperlink to types of fees September 2016

II.I Teacher/Professional Education Governance and Procedures – associated hyperlink to outdated page removed. October 2016

III.A. Employment – Table of Contents expanded to show the subsections of this section, improving transparency of the content December 2016

III.A.1. Employment: Nondiscrimination/Equal Opportunity Statement – removed duplicate language retaining link to original language in Board of Governors Policy 1.2.150 December 2016

III.A.2 Employment: Procedures for Employment of New Faculty/Academic Staff – removed reference to AP&R 1 and 2 and redirected using a link to Human Resources’ Faculty Search Guidelines document December 2016

III.A.5. Faculty Identification Card – Duplicate information available through Human Resources. This section deleted from the Faculty Guide December 2016

III.B.4. (1) Promotion and Tenure: Timeline and Procedures – removed sentence “Directors of public and technical services will serve in the capacity of the department chair, ex-officio member without a vote, on promotion and tenure committee in those instances when a faculty member under consideration is from their respective units.” Dean of the Library reported that there are no longer any directors of public and technical services. Approved by Vice Provost for Academic Programs and Services. October 2016

IV.J. Sexual Harassment Policy- edited to change the name of the Office of Legal Affairs and Risk Management to Office of General Counsel and The Vice President for Law, Policy and Strategy changed to General Counsel December 2016

AP&R 7 International & Domestic Study Tour Guidelines – major revision to reflect current practice Revised by Vice Provost of Extended Studies and Dean of The Honors College and International Studies October 2016

AP&R 10 Student Enrollment Grants revised to Extended Studies Special Project Variable Contract Rates Revised by Extended Studies to reflect current practice September 2016

AP&R 27 UCM Internship Standards – new policy approved and vetted October 2016

AP&R 27 UCM Internship Standards – edited to change of the name of the Office of Legal Affairs and Risk Management to the Office of General Counsel December 2016

Spring 2017 Faculty Guide Updates

I.G. Academic Council - Reviewed by Chair of Academic Council with no recommended changes. January 2017.

II.B. Academic Advisement- Reviewed by Career Development Services Director/Career Counselor Gateway Center with no major revisions required. Updated address of Gateway Center. January 2017.

II. F.1. Instructional Procedures: Class Attendance – major revision based on policy review. April 2017

II.F.2. Grades, Grading System – minor revision based on policy review. April 2017

II.F.3. Instructional Procedures- updated link for Student Records to the Registrar to reflect current practice. January 2017.

II.G. Evaluation of Faculty, Department Chairs, Deans, and the Provost - Updated link to evaluation form. December 2016.

III.B. Promotion and Tenure Policies - Edited for hyperlink to Board of Governors 2.2.030. January 2017

III.B. Promotion and Tenure Policies - Edited to add "advisory boards" to Service b. Membership on university, college and/or departmental committees. February 2017.

III.B. Promotion and Tenure: Timeline and Procedures for Institutional Promotion and/or Tenure- edited to hyperlink Sexual Misconduct Policy. April 2017.

III. G. Faculty Professional Enhancement - Edited hyperlink to form: Request for Academic Leave. March 2017.

III.G. Faculty Professional Enhancement- Updated link to approval form. (Online process is currently being developed by CTL to replace paper form).

III.J. Travel – updated hyperlink to UCM Procedures and Guidelines. March 2017.

III.K. Sexual Harassment - updated hyperlink to UCM Procedures and Guidelines. March 2017.

III.L. Discrimination and Harassment - updated hyperlink to UCM Procedures and Guidelines. March 2017.

III.L. Termination - Edited to clarify reference to Board of Governors Policy 2.2.030, approved by vice provost. February 2017.

IV. J. Sexual Harassment Policy – updated to hyperlink to University Procedures. April 2017

IV. K. Discrimination and Harassment – updated to hyperlink to University Procedures. April 2017

IV.M. Responsible Conduct of Research moved to section II.K to better align with academic policies. Approved by vice provost. February 2017.

V.C.9. Mentoring, Advocacy, and Peer Support – updated hyperlink to MAPS web page. March 2017.

AP&R 4 Faculty Load & Compensation - Removed the following content per the provost and vice president of Human Resources. "It is not permissible to hire non-exempt employees to teach courses due to federal guidelines stating overtime must be paid in addition to payment for the course." Added hyperlinks and updated name of School of Graduate and Extended Studies. January 2017

AP&R 4 Faculty Load and Compensation – reviewed with no changes. April 2017

AP&R 5 Salary Savings/Lectureships - This policy has been suspended per the provost as it does not reflect current practices. January 2017

AP&R 14 Space Utilization & Reassignment - This policy has been suspended per the provost as it does not reflect current practices. January 2017

AP&R 15 Capital Project Prioritization & Scheduling - This policy has been suspended per the provost as it does not reflect current practices. January 2017

AP&R 16 Budget/Accounting Responsibility - This policy has been suspended per the provost as it does not reflect current practices. January 2017

AP&R 28 Off-Campus Delivery of Academic Programs – new policy. February 2017.

Summer and Fall 2017 Academic Policy and Procedure Updates

The Faculty Guide transitioned into *The Policy Library: Academic Policy and Procedure*. The following is a summary of vetted and approved changes this year. Please refer to the *Policy Library: Academic Policy and Procedure* to view these updates in their entirety:

May 2017

Textbooks update: Removed g. Books Out-of-Print/Edition "Purchase remaining inventory for placement in the Reserve Room of the James C. Kirkpatrick Library or for direct distribution to students" per Dean of Library Services because JCKL no longer has a Reserve Room.

Class Attendance update: Edited Students Who Stop Attending a Course to remove Academic Enrichment as a manager of the Academic Alert System per the chair of Academic Enrichment and assistant vice provost of Student Experience and Engagement. May 2017

Market Discipline Designation reviewed by FS Salary and Fringe Benefits and noted as reflective of current practice. No changes at this time. May 2017.

June, July and August 2017

No activity.

September 2017

Promotion and Tenure: College Guidelines links to current college guidelines provided for faculty reference.

Entrepreneurial Offerings - the (70/30) revenue split between the academic college and the general fund will be reversed effective Fall 2017.

Promotion and Tenure: Tenure Policy, Contracts, Probationary Period - This update adds a process for faculty to request a "stopping of the tenure clock". This procedure is a best practice recommendation from GC to provide guidance to faculty members who believe that their academic performance may be adversely affected because of a medical condition, personal emergency, or family care issues.

October 2017

No activity.

November 2017

Availability of Faculty title was changed to Availability of Faculty Who Teach Classes (Office Hours). Policy was revised per recommendations of the Faculty Senate, Academic Council and approved by the provost. Revisions include individual departments may implement more stringent requirements. Faculty who teach face to face shall maintain physical office hours. The faculty member's availability must be included in the syllabus, regardless of the mode of delivery of the class or the method of distribution of

the syllabus. Faculty are strongly encouraged to be accessible through multiple means and respond to all student inquiries in a timely manner as clearly defined in the syllabus.

Promotion and Tenure: The Promotion and Tenure Dossier – Edited to add link to the Promotion and Tenure cover page.

Spring 2018 Academic Policy and Procedure Updates

January 2018

Grievances – Major Revisions proposed as Faculty Senate Motion 2016-2017_14. Final version approved by Provost December 2017.

Intellectual Property – suspended and replaced by updated Board of Governors Policy 3.1.020 December 2017.

February 2018

Academic Policy Processes – The revisions reflect the transition from the Faculty Guide to Academic Policies and Procedures located in the Policy Library. The title was changed for clarification purposes. Content was edited for conciseness and improved language. A workflow diagram was added. The appendices were updated with Faculty Senate and Academic Council input. The Policy Review Checklist was edited with input from Faculty Senate Faculty Personnel Policies Committee. Approved by vice provost February 2018.

Responsible Conduct of Research – edited and replaced Research Integrity Officer with Research Compliance Officer per Office of Sponsored Programs and approved by vice provost.

March 2018

Faculty Compensation and Formulas - Non tenure language replaced with instructional faculty language to align with updated BOG 2.2.040 Faculty Classification Policy

Staff Plan Guidelines - Non tenure language replaced with instructional faculty language to align with updated BOG 2.2.040 Faculty Classification Policy, February 2018.

Market Discipline Designation - Non tenure language replaced with instructional faculty language to align with updated BOG 2.2.040 Faculty Classification Policy, February 2018.

Electronically Delivered Course Guidelines - Policy reviewed and revised by the FS Distance Education Committee the Center for Teaching and Learning, and Extended Studies to align with current university practices and compliance requirements for electronically delivered courses. Approved by the provost.

April 2018

No activity.

May 2018

Promotion and Tenure: Timeline and Procedures - Revision to the perpetual timeline assigning a calendar date for deadlines approved by Academic Council, Faculty Senate and the provost May 2018.

Promotion and Tenure: The Promotion and Tenure Dossier - Revised to remove paper formatted cover sheet and change dossiers submission to an electronic format adopted by the college. The candidate is responsible for ensuring all personal documents included in the dossier are archived. Approved by the Faculty Senate and the provost May 2018.

Any questions regarding Academic Policy should be sent to the office of Academic Affairs/Provost.