

# **F a c u l t y H a n d b o o k**

## **2016-2017**

### **PREFACE**

#### **THE HANDBOOK: PURPOSE AND PROVISIONS**

The purpose of this Handbook is to provide all members of the Faculty, particularly those who are new to Grand Valley, with knowledge of certain policies, regulations, practices and expectations which prevail at Grand Valley State University. The various provisions of this Handbook are subject to revision from time to time by the Trustees, Administration and Faculty on their own initiative or in response to changes in State and Federal legislation. The provisions of this Handbook derive their authority from various sources; they are primarily statements by the administration of customary practice, administrative organization, or explicit policy established at the University, often after consultation with the Faculty. The committees of the Faculty and the academic requirements of the University are voted on by the Faculty. Fringe benefit provisions and the conditions of employment are derived from actions taken by the Board of Trustees. Provisions of the Handbook, whether derived from Trustee vote, Faculty vote, or Administrative or Trustee action are subject to modification or revocation by the appropriate authority following proper procedure. No such change will be retroactive.

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## Chapter 1: Introduction

### 1.01 Grand Valley State University Description

Grand Valley State University is a public, comprehensive university. It was established in 1960 by the State of Michigan with the first classes being offered in 1963. The University grants both baccalaureate degrees and graduate degrees, a complete listing of which is found in the current [University catalog](#).

The main campus is located in Allendale, Michigan, 12 miles west of Grand Rapids and 12 miles east of Lake Michigan. Grand Valley also operates a campus in Grand Rapids and regional centers in Muskegon, Holland, Traverse City and Detroit.

Throughout its history the University has retained these original tenets:

- An emphasis on liberal education as the central feature.
- An instructional approach stressing individual student needs.
- A recognition that the ambiance of campus life has a major impact on the learning process.

### 1.02 Vision, Mission and Values Statement

*Approved by the Grand Valley Board of Trustees. See Chapter 1 of the Administrative Manual.*

#### A. Vision Statement

Grand Valley State University will become one of the nation's premiere Carnegie classification "Master's Large" institutions of higher education grounded in the tradition of liberal education. It will be recognized and acknowledged as a community of diverse, committed scholars engaged in collaborative, lifelong learning to achieve acknowledged academic excellence and positive community impacts. By focusing on the promotion of high quality undergraduate and graduate degree programs, the institution will be the university of choice for students and faculty alike and it will enjoy broad support for its innovative partnerships and initiatives that promote the physical health and the intellectual, social, environmental, economic, and cultural advancement of West Michigan, and ultimately, the advancement of the state, nation, and world.

#### B. Mission Statement

Grand Valley State University educates students to shape their lives, their professions and their societies. The university contributes to the enrichment of society through excellent teaching, active scholarship and public service.

#### C. Values Statement

At Grand Valley State University, We Value:

**Effective Teaching.** Our highest priority is to offer outstanding teaching in all of our undergraduate and graduate programs. The teaching culture of Grand Valley State University is characterized by the continual development of excellence in the classroom, the recognition of multiple ways of learning, and the accessibility of faculty to students. In order to nurture the habits of intellectual growth, we seek to instill in our students curiosity as well as the love of learning. Students acquire new knowledge and explore its application through research, artistic expression, engagement with the local community and scholarly activity. We value the vigorous engagement of students in the classroom and other learning environments.

**Liberal Education.** Grand Valley State University is committed to providing each student a broad educational experience that integrates liberal learning with preparation for career or profession. Liberal education begins with encountering the great ideas of diverse traditions in the humanities, the visual and performing arts, the natural and social sciences and mathematics, and is an essential part of all of our professional programs. We value the liberal ideals of critical thinking and preparing students for lifelong learning. The practice of liberal learning develops the skills of inquiry and reflection, which guide students to think for themselves, gain self-knowledge, and make ethical judgments. Such learning can inform individual and collective actions and prepare students for the responsibility of local, national, and global citizenship.

**Scholarship.** Scholarship is an essential component of the university's mission as an institution of higher learning. Excellence in teaching at the university level depends upon active scholarship

by faculty members. Through basic and applied research, artistic expression and performance, and other forms of scholarship, faculty members contribute to the development and application of knowledge, and create a dynamic environment for learning. Active scholarship may include collaboration of faculty and staff with students, business and labor, government, and community organizations. In this way, the benefits of a liberal education and specific disciplines can extend beyond classroom walls to lifelong learning and partnerships between the university and its diverse communities and the greater community.

**Service.** Grand Valley State University values the collaboration of faculty, staff and students with external partners in addressing mutual interests and regional needs. The university offers the communities it serves resources and inspiration in their own lifelong pursuit of knowledge. Faculty and staff are encouraged to contribute their expertise and service to the university, their disciplines' professional organizations and working in partnership with the community. Students are encouraged to be active citizens, to become active service providers, and to take part in various service learning and volunteer opportunities in the community and abroad.

**Inclusiveness.** Possessing and mastering a range of thoughtful perspectives is necessary for open inquiry, a liberal education, and a healthy community. Recognizing this, Grand Valley seeks to include, engage, and support a diverse group of students, faculty and staff. The institution values a multiplicity of opinions and backgrounds, and is dedicated to incorporating multiple voices and experiences into every aspect of its operations. We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our Grand Valley constituents.

**Community.** A range of thoughtful perspectives is necessary for open inquiry, liberal education, and a healthy community. Recognizing this, we seek and welcome a diverse group of students, faculty and staff. We value a multiplicity of opinions and backgrounds and seek ways to incorporate the voices and experiences of all into our university. We value our local community and embrace the participation of individuals and groups from Michigan, the nation and the world. We also encourage participation in educational opportunities abroad. In order to foster a healthy and diverse environment, we will act with integrity, communicate respectfully, and accept responsibility for our words and actions.

**Sustainability.** Grand Valley State University values the guiding principles of sustainability in helping to meet the current needs of our faculty, staff, and students without compromising the needs and resources of future generations. We are committed to working with our community partners to create a sustainable future for our university, our community, and our region. We will model applied sustainability best practices in our campus operations and administration, education for sustainable development, student involvement, and community engagement by promoting social responsibility, encouraging environmental stewardship, and creating efficiencies and value for the work we perform. We will provide our students with excellence in education for sustainable development by imbedding theory, systems- oriented thinking, and service learning into our curricular and extracurricular programs.

#### **D. Equal Opportunity/Affirmative Action Policy**

Grand Valley State University is an affirmative action, equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university.

Unlawful acts of discrimination or harassment by members of the campus community are prohibited. In addition, even if not illegal, acts are prohibited if they harass or discriminate against any university community member(s) through inappropriate limitation of, access to, or participation in, educational, employment, athletic, social, cultural, or other university activities on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran status, or weight. Limitations are lawful if they are: directly related to a legitimate university purpose, required by law, lawfully required by a grant or contract between the university and the state or federal government, or addressing domestic partner benefits.

### 1.03 Organization

*Approved by the Board of Trustees. See Chapter 3.B.1 of the Administrative Manual.*

- A. **Board of Trustees.** The legal authority for GVSU is vested in the Board of Trustees. Such decisions as those regarding fiscal matters, academic programs, and the employment of University regular faculty and executive, administrative, and professional staff are ultimately made by the Board, acting upon the advice of the President.
- B. **Administrative Organization.** The President oversees all areas of activity within the institution aided by seven vice presidents:
- [Provost and Executive Vice President for Academic Affairs,](#)
  - [Vice President for Finance and Administration,](#)
  - [Vice President for University Relations,](#)
  - [Vice President for Enrollment Development,](#)
  - [Vice President for Development,](#)
  - [Vice President for Inclusion and Equity,](#)
  - [Vice President and General Counsel,](#)

The organization charts indicate the areas of responsibility encompassed within each of those administrative divisions and the personnel in charge of each area.

- C. **Academic Organization.** The Provost and Executive Vice President for Academic Affairs (hereafter called Provost) is the chief academic officer of the University. Reporting to the Provost are the deans of the eight instructional colleges and university libraries along with the academic support services. These include:

#### Academic Colleges

- College of Liberal Arts & Sciences
- Seidman College of Business
- College of Community and Public Service
- College of Education
- Padnos College of Engineering & Computing
- College of Health Professions
- Kirkhof College of Nursing
- Brooks College of Interdisciplinary Studies
- University Libraries

#### Academic Support Services

- Academic Services & Information Technology
- Graduate Studies and Grants Administration
- Student Academic Success Center (formerly known as Advising Resources and Special Programs)
- Student Services and Multicultural Affairs

Each college and the university libraries are headed by a dean, who is the appointing officer for that college/university libraries.

### 1.04 Unit Head Responsibilities

Policies relating to the appointment, term and evaluation of unit heads are covered in a document approved by UAS February 11, 1983 with [a revised version approved by UAS on April 10, 2009.](#) Among the provisions of this document are the following:

- A. Each academic unit shall have a unit head; this person will be designated as chairperson or director based on the nature of the unit involved.
- B. The authority to appoint the unit head is vested in the dean of the college. When there is a vacancy in the position of unit head, the faculty of the unit shall meet, and, after deliberating among themselves and in consultation with the dean, shall recommend a nominee or nominees for appointment as unit head. Normally, the dean appoints the nominee recommended by the unit. Should the dean appoint a unit head who has not been recommended by the unit faculty, the dean shall communicate his/her rationale to the unit. If the unit is not able to make a nomination, the dean shall make an appointment.
- C. Normally the appointment will be for a three-year period. A unit head may be reappointed when eligible.

- D. There shall be a formal evaluation of the unit head every three years, resulting in a written statement. This report will be shared by the dean, the unit head, and the faculty involved, and be restricted to these persons. This evaluation shall be carried out by the associated unit faculty and the administrators within University, college, and unit personnel guidelines. This evaluation shall be based on the performance of the unit head in carrying out the duties and responsibilities of the position. This evaluation neither precludes nor takes the place of the usual faculty evaluation for tenure, promotion, or contract renewal.
- E. All appointees shall have faculty status, or have the academic credentials to be awarded faculty status, with the associated responsibilities and benefits of faculty rank. Characteristically, unit heads will be senior faculty, with tenure, chosen on the basis of their ability as teachers, their experience in their discipline, and their leadership capabilities.

On March 30, 1983, ECS also adopted a report on the "Duties and Authority of the Unit Head" which outlines the responsibility, authority, and interaction of the dean and the unit head. "The dean of the college has the administrative authority and responsibility for all academic aspects of the college. . . The dean can and usually does delegate some responsibility and authority to unit heads or coordinators." Areas the unit heads deal with include but are not limited to the following: fiscal matters; personnel matters; teaching; scholarly, & research activities; professional conduct matters; faculty absences; office assignments; meetings & communications; secretarial & technical services; faculty assignments; adjunct faculty; curriculum; library resources; course scheduling; student relations & advising; student help; equipment, facilities, & records.

### **1.05 Faculty**

*Approved by the Board of Trustees. See Chapter 4, Section 2 of the Administrative Manual.*

The term "faculty member" applies to the following:

- A. A person in a regular teaching, research, or professional library position: a regular appointment may be for less than full time, if at least half time, with the agreement of the appointing unit, the appointing officer, and the faculty member.
- B. Faculty members who are also academic unit heads (department chairs and school directors).
- C. Academic administrators who also hold faculty rank.
- D. The term "faculty member" as used in this document includes primary investigators without teaching duties.

### **1.06 Adjunct Faculty**

*Approved by the Board of Trustees. See Chapter 4, Section 3 of the Administrative Manual.*

Adjunct Faculty are any Faculty appointed to full-time or part-time positions created for purposes such as working on grants or contracts, filling in for Regular Faculty who may be absent, completing specific projects, augmenting the Regular Faculty, teaching a single semester's course offering enhancing the programs of the university with distinguished Visiting persons, and for other purposes. Adjunct faculty includes visiting faculty, affiliate faculty, and part-time instructors (at any rank). Adjunct Faculty are not eligible for nor do they accrue any credit toward academic tenure. There are no employment rights beyond the appointment terms. Each appointing unit shall be responsible for carrying out an annual evaluation of Adjunct Faculty for the purpose of contract renewal.

Adjunct faculty members are not covered by this *Faculty Handbook*. Refer to Chapter 4, Section 3, of the Administrative Manual for policies governing Adjunct faculty members.

### **1.07 Professional Support Staff**

Professional support staff are employed to facilitate the instructional program. These staff members are directly supervised by the unit head and are primarily responsible for assignments related to the operation of the department, course outlines, and examinations. Requests for secretarial assistance in other areas, such as preparation of manuscripts, are honored only when time permits. It is imperative to secretarial efficiency that all faculty members cooperate in getting work requests to their support staff well in advance of the due date.

Some academic units also have other clerks, technicians, or other employees assigned to them part- or full-time. These employees are normally directly supervised by a unit head. Faculty must coordinate their requests for assistance with the unit head.



All policies for Professional Support staff will be governed by the provisions of the collective bargaining agreement as ratified by the Board of Trustees. [See Chapter 4, Section 6 of the *Administrative Manual*.]

### **1.08 Undergraduate Student Employees**

Full-time students enrolled at the University may be hired as student employees. All units should have a budget allocation for student employees. Wages paid to a student employee must follow the wage schedule available in the Student Employment Office. In addition, when classes are in session students without work-study are not permitted to work in excess of 25 hours per week. Students with work-study are restricted to the number of hours according to their work-study award. Work-study and regular student employees must be paid an hourly rate and hours-worked reported in the University's electronic time keeping system. Faculty members should communicate their needs for student employees to their unit heads. All student employees must complete the online training session with their supervisor to work as a student employee of the University.

Student workers are not permitted to perform instructional duties including administration of exams and evaluation of academic output. Student employees may assist in departmental operations, tutoring, and laboratory and studio sessions under the direct supervision of appropriate staff and faculty. Student employees are expressly barred from providing independent instruction in the classroom, evaluating student exams and assignments, and proctoring assignments. Student employees may not be exposed to confidential academic and personnel matters. Student employees may not assist in grading objective tests and assignments.

This policy does not apply to graduate student assistantships.

### **1.09 Graduate Assistantship Policy** *Revised by the University Academic Senate April 13, 2012.*

#### **A. Purpose**

The Graduate Assistantship Policy distinguishes Graduate level policies from policies detailed in the *Faculty Handbook* that currently govern Undergraduate Student Employees (section 1.08).

Graduate Assistantships serve several functions. First, they provide graduate students with a part-time, paid work experience. Generally, this experience will be directly related to their field of study and will allow them to expand and/or apply their discipline knowledge and skills under supervision.

Second, they provide GVSU faculty and/or university staff assistance in carrying out special projects or other assignments that require the advanced discipline skills of graduate students. Consequently, Graduate Assistantships facilitate direct interaction between faculty and graduate students through a unique educational experience while providing faculty more opportunity to fulfill their teaching, service and scholarship responsibilities.

Third, Graduate Assistants may serve in an instructional role where appropriate. Service in an "instructional role" requires that the graduate student works under the direct supervision of a tenure track faculty member who has final grading responsibility for the course. This corresponds to policies that allow undergraduates opportunities for "assisting in laboratory and studio sessions" (*Faculty Handbook*, Section 1.08).

In all cases, the activities assigned are to have educational value for the graduate student and are not to be used in lieu of hiring student employees for clerical and office support. The opportunities provided to graduate students assigned a Graduate Assistantship clearly enhance the graduate student's experience, enriches their education, and broadens their range of professional skills.

See The Graduate School website at [www.gvsu.edu/gs](http://www.gvsu.edu/gs) for additional information.

#### **B. General Policies**

Grand Valley is committed to an open, well-advertised process of announcing positions and hiring graduate assistants. Each department with approved Graduate Assistantships will publicize them, and ensure that qualified applicants for these positions are offered an opportunity to apply. Available Graduate Assistantships should be advertised in recruitment materials, on the web site of the department offering the Graduate Assistantships, and on the Student Employment electronic job board. In addition, The Graduate School will either post or provide a web-link for every Graduate Assistantship.

In recognition that many Graduate Assistantships are used to recruit students to specific graduate programs, and that many students may not have ready access to the web site, departments may use positions to recruit students to their own graduate program, without posting to the wider student community. However, special positions funded through grants or from other sources that arise during the academic year should be fully advertised as noted above.

**C. Qualifications**

To qualify for a Graduate Assistantship at GVSU, the student must be fully admitted as a degree-seeking student in a Grand Valley graduate program at the time of appointment. Subsequently a full-time Graduate Assistant must successfully maintain a minimum course load of 9 graduate credit hours per semester for the academic year and 6 graduate credit hours in the Spring/Summer semester (for a total of up to 24 credits per year) or 5 graduate credit hours per semester for a half-time Graduate Assistantship. The unit offering the Graduate Assistantship must have a written position description, approved by the Academic Dean of the College or the Appointing Officer of non-academic units, and by the Dean of The Graduate School. A typical full-time Graduate Assistantship includes a 20-hour per week work assignment for 15 weeks per semester and support from GVSU which includes a minimum stipend as specified on the Graduate Assistantship appointment form and tuition credit for between 18-24 graduate credits per fiscal year, unless the student is eligible for reimbursement of tuition from another source. A typical half-time Graduate Assistantship includes a 10-hour per week work assignment for 15 weeks per semester and a minimum stipend as specified on the Graduate Assistantship appointment form with tuition credit for up to 12 graduate credits per fiscal year, unless the student is eligible for reimbursement of tuition from another source. Students that fail to maintain eligibility or carry out the assigned work in a satisfactory manner in a multi-semester Graduate Assistantship may forfeit continuation of a Graduate Assistantship position for future semesters, thereby forfeiting both stipend and tuition grant.

The Dean of The Graduate School is responsible for administering Graduate Assistantships. Any deviation from these terms (such as 10-month or 12-month appointments) requires prior approval by the Dean of The Graduate School.

**D. Assistantship Procedures**

The Appointing Dean will complete the required information on a current Graduate Assistantship Appointment Form and forward the completed, signed form to the Financial Aid office. All Graduate Assistantship procedures and forms are available at the The Graduate School webpage ([www.gvsu.edu/gs](http://www.gvsu.edu/gs)). The Dean of The Graduate School will review each Graduate Assistantship Appointment Form to ensure that all appointments meet current policy and procedure. If an assistantship appointment meets those guidelines, the Dean of The Graduate School will confirm the appointment and notify the appropriate offices.

**D. International GA Appointments**

Offers of Graduate Assistantships to international students must be coordinated with the Director of International Student and Scholar Services, in the Padnos International Center. The Padnos International Center will advise international students with Graduate Assistantship appointments on employment issues related to visa status.

**E. Appeals and Exceptions to the Graduate Appointment Policy**

The appointing officer shall submit in writing any appeals or requests for exceptions to any terms of the Graduate Assistantship Policy to the Dean of The Graduate School.

**G. Grant-Funded or Other Non-Base Funded Graduate Assistantships**

Grant-funded and other non-base funded Graduate Assistantships must follow the prevailing procedures, as detailed on The Graduate School webpage, and must provide support for both stipend and tuition. When a Graduate Assistantship position is to be funded by a grant, the grant writer/Principal Investigator (PI) should make every effort to obtain funding for tuition from the funding source as well as the stipend for the position. If the grant source does not or will not provide tuition support, the PI must request approval at the time of grant submission for the tuition to be paid by GVSU and count that tuition support as a cash match in the grant budget. Requests will be made to the Dean of The Graduate School for tuition match on each separate grant and Graduate Assistantship position, as applicable.

#### **H. Graduate Assistantships Assigned to Assist Faculty in Instructional Duties**

Graduate Assistants assigned to assist faculty in an instructional role are those graduate students who are involved in supervised instruction in a variety of educational settings. Supervised instruction means that the graduate student works under the direct supervision of a tenured or tenure track faculty member. Qualified Graduate Assistants perform instructional duties in an area of their particular expertise, most often within their home department. In rare cases, a graduate student may possess qualifications that make them uniquely qualified for a particular instructional role. For example, an attorney holding a JD degree may decide to work toward an MBA. Because they hold a JD, the graduate student may be highly qualified to teach a business law course. In these unique circumstances, a department may petition the Dean of The Graduate School to permit a Graduate Assistant to formally teach a course.

GVSU, The Graduate School, and departments appointing Graduate Assistants are responsible for ensuring that those students are capable and prepared to complete their assigned duties. Departments will have primary responsibility for evaluating an appointee, and may choose to evaluate the ability of a potential appointee in any way the department deems appropriate. However, language skills of all potential appointees (not just ESL applicants) must be considered as part of the evaluation process.

Additionally, academic departments are responsible for reviewing the instructional performance of each Graduate Assistant, similar to the review of faculty teaching performance. Graduate Assistants will be provided access to the current online course management system (currently Blackboard) to insure communication with students assigned to their sections. In addition, this will allow students in those sections the opportunity to submit meaningful course evaluations. In this regard, departments are required to submit a clearly articulated plan outlining faculty oversight and evaluation of Graduate Assistants assigned instructional duties to the The Graduate School prior to any Graduate Assistantship appointments.

GVSU tenured and tenure track faculty members oversee all Graduate Assistants with instructional duties. Duties may include:

1. faculty supervised instruction in a laboratory course setting
2. conducting discussion or studio sections
3. conducting help sessions and holding office hours to advise students on course assignments
4. assisting with laboratory setup
5. assisting with grading papers, objective exams, laboratory reports, and homework
6. tutoring
7. other duties pertaining to the instructional mission of GVSU excluding being listed as the instructor of record with the exception noted above.

To be eligible to serve as a Graduate Assistant with instructional responsibilities, the student must attend a departmental orientation/training session. The orientation/training will focus on helping the Graduate Assistants develop the skills that are relevant to their instructional duties. The orientation/training program is to be filed with the Dean of Graduate Studies for review.

#### **I. Graduate Assistant Orientation**

All graduate students assigned a Graduate Assistantship must complete an orientation that explains Graduate Assistant rights and responsibilities that is offered by The Graduate School. Training specific to a particular unit will be the responsibility of the unit.

**J. Graduate Assistant Complaints**

At times, it may be necessary for a Graduate Assistant to file an appeal related to their position. Assistantship-related disputes or concerns should be directed first to the appointing Dean who will intervene or refer the issue to the appropriate University office. Complaints may include but are not limited to issues such as termination of their Graduate Assistantship, arbitrary or capricious behavior of the supervisor, or expectations not outlined in the position description. Unresolved complaints may be appealed to the Dean of The Graduate School and ultimately to the Provost.

**1.10 Academic Policies**

*Approved by the Board of Trustees. See Chapter 3, Section D of the Administrative Manual.*

**A. Academic Standards**

Grand Valley is an academic institution dedicated to providing the highest level of quality instruction possible. Academic standards, levels of scholastic achievement, and grading systems are established on a University-wide basis after careful review by representative faculty members and the Provost/Vice President for Academic Affairs.

**B. Academic Calendar**

The University operates on a semester system, providing for fall and winter semesters and spring/summer session. Each semester is a minimum of 15 weeks in length, including days required for final examinations. The spring/summer session will be 12 weeks in length, including two 6-week sessions. Each session is academically equivalent to the 15-week semester. All academic units operate on the semester system.

**1.11 Anti-Harassment Policy and Bias Incident Protocol**

*Approved by the Senior Management Team.*

A complete copy of Anti-Harassment policy and Bias Incident Protocol is available on the Grand Valley Manual Web site <http://www.gvsu.edu/gvmanual>) under the Grand Valley Manual Policy A-Z Index.

## Chapter 2: Academic Governance

### 2.01 Academic Governance

*Approved by the Board of Trustees. See Chapter 3, B.3 of the Administrative Manual.*

The University Academic Senate (UAS) is the highest faculty governance body. It has the authority to deal with any academic issue or faculty concern. It makes recommendations to the Provost and/or the President. Senate membership consists of faculty members elected from and by the faculty of each College and the University Libraries, and students selected by the Student Senate, including the President of the Student Senate. The Provost and designees and the Deans (of any rank) are members *ex officio*, non-voting.

**UAS Faculty Membership:** Faculty membership for each college and the library will be determined by the following formula:

- 1-19 faculty = 1 member
- 20-39 faculty = 2 members
- 40-59 faculty = 3 members
- 60-79 faculty = 4 members
- 80-99 faculty = 5 members, and so forth

Terms of office are three years, staggered for the University Libraries and Colleges with more than one member. Representatives must have tenure/tenure-track faculty status and will only represent one College. Formal joint appointment equivalency can be counted toward tenure/tenure-track representation totals. Tenure/tenure-track faculty will be counted on the first class day of the winter semester of the preceding academic year.

**UAS Student Membership:** The Student Senate selects five members, including the Student Senate President and four representatives, one of which shall be a graduate student, in accordance with written Student Senate constitution and bylaws. Student members serve one-year terms.

**UAS Administrative Membership:** The Provost and designees, and the Deans (of any rank) are members *ex officio*, non-voting.

The **Executive Committee of the Senate:** (ECS) serves as the clearinghouse for matters to be presented to the UAS. Such matters are discussed by ECS before its recommendations are made to the Senate. ECS membership consists of faculty senators from academic colleges and the library, the Student Senate President or designee, and the Provost and designees, *ex officio*, non-voting.

**ECS Faculty Membership:** Faculty membership of the ECS consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, one from each of the remaining Colleges, and one from the University libraries. The term of office is three years beginning at the end of the winter semester. ECS members will also serve as UAS senators for their elected term. Terms of those from colleges with two or more members are staggered.

**ECS Student Membership:** The President of the Student Senate or designee serves on ECS during his/her term of office.

**ECS Administration Membership:** The Provost and designees are members *ex officio*, non-voting.

**ECS Additional Criteria:** If the number of representatives from professional colleges increase, the number of representatives from CLAS will increase to match this number, based on a 50% principle (BCoIS representative is counted in CLAS membership).

Standing committees that report to the Senate via ECS include the Academic Policies and Standards Committee, Faculty Facilities Planning Advisory Committee, Faculty Personnel Policy Committee, Faculty Salary and Budget Committee, Pew Faculty Teaching Learning Center Advisory Committee, General Education Committee, Graduate Council, University Assessment Committee, and University Curriculum Committee. The composition of each committee is described in the UAS Bylaws and always includes elected college and library representatives.

Copies of agendas and approved minutes of all meetings are posted on the Faculty Governance website. Agendas are sent out electronically to committee members one week prior to meetings, and minutes are usually posted and distributed electronically within two weeks following a meeting. Faculty members may petition for a referendum if there is strong opposition to an action taken by UAS.

Details regarding membership, responsibilities, and rules of procedures are given in the UAS By-laws which are incorporated into the Faculty Handbook.

2.01 **A. University Academic Senate Bylaws**

*Approved and Revised by the University Academic Senate October 31, 2014.*

The powers and duties, membership formula, and rules of procedure of the University Academic Senate (UAS) are set forth in Section 1 below. Section 2 specifies the powers and duties, membership formula, and rules of procedure for the Executive Committee of the Senate (ECS). Section 3 deals with referendum procedures for the faculty in the event of faculty opposition to an action of the UAS. Section 4 describes the standing committees that report to the ECS.

**1. THE UNIVERSITY ACADEMIC SENATE (UAS)**

- a. Powers and Duties of the UAS include the following:
  - i. Curriculum: Ordinarily the UCC will perform the final curriculum review at the university level. However, in the event of a vote by ECS or at the request of any of the Standing Committees of UAS, proposals regarding graduation requirements or regarding new programs and majors will be acted upon by the UAS. This includes any initiative emerging from a nonacademic unit that involves academic credit.
  - ii. The Academic Organization of Grand Valley: Proposals regarding the addition or elimination of colleges, divisions, schools, departments, institutes, centers, libraries, or academic service units must be acted upon by the UAS. Because initiatives involving academic credit may likely affect the quality or integrity of an academic program, all such initiatives shall be reviewed and acted upon by the appropriate academic governance bodies according to their established governance procedures. This shall occur regardless of whether the initiative originated in an academic unit or a non-academic unit.
  - iii. Faculty Personnel Policy: All proposed changes in the faculty personnel policy of Grand Valley must be acted upon by the UAS.
  - iv. Other Matters: The UAS also makes recommendations regarding budget matters and other issues which are considered relevant to academic matters. Individual grievances, however, are not the proper domain of the UAS.
- b. UAS Membership: The UAS includes members from the faculty, the student body, and the administration.
- c. UAS Rules of Procedure (*Revised at UAS 10/26/12*)
  - i. Election of New Members: During winter semester each college elects faculty members to serve three-year terms. Election results for UAS and its standing committees are reported to the ECS by March 15. The newly elected members begin their terms at the end of the winter semester. The Student Senate selects student members at the end of the winter semester or early in the fall semester.
  - ii. Meetings: The UAS shall meet at least once every academic semester, except in summers, and at additional times if a petition is signed by one-fourth of its membership, or at the call of the ECS. The UAS meetings are open.
  - iii. Officers: The ECS shall elect the Chair and Vice-Chair of UAS/ECS from its new membership. Election of the Chair and Vice-Chair by the newly constituted membership of ECS is held the last week of winter semester. Any member of the ECS may nominate candidates for Chair and Vice-Chair. Nominations may be made from

the floor. The Vice-Chair assists with the governance responsibilities of the Chair and presides over meetings in the absence of the Chair. If for any reason the Chair is unable to serve a full term, the Vice-Chair will become the Chair for the unexpired term. If the Vice-Chair becomes chair, or for any other reason is unable to serve a full term, ECS will nominate and elect one of its members during a regular meeting to serve as Vice-Chair for the unexpired term.

- 2.01.A.1.c. iv. Agenda for Meetings: The agenda for each meeting is prepared by the Chair in consultation with the ECS. Electronic copies of the agenda accompanied by electronic documents relevant to agenda items are distributed to UAS members at least one week (five class days) prior to the meeting. The agenda is also published in advance on the Faculty Governance website. If a motion is made to add an item to the agenda during a meeting, opposition by 10 percent of the members present is sufficient to block this action on the grounds of insufficient notice.
- v. Alternates: Alternates for members of the UAS may be designated at the discretion of the representatives themselves so long as they come from the same representative group and no contrary rules are adopted by the representative group involved.
- vi. Quorum: A majority of the total voting membership of the Senate shall constitute a quorum for the enactment of business.
- vii. Voting: Voting may be by voice vote, show of hands, or by secret ballot at the discretion of the presiding officer. Voting shall be by secret ballot if requested by 10 percent of the members present. Proxy votes are not allowed at UAS meetings.
- viii. Parliamentary Procedure: Robert's Rules of Order shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with the by-laws of the Senate.
- ix. Distribution of Minutes: Copies of the approved minutes are electronically distributed to ECS/UAS members and posted on the Faculty Governance Website. Copies are also sent to the President, Provost, Vice Presidents, Deans, Assistant Vice President for Human Resources, the Registrar, the University Libraries Archivist, the Lanthorn, chairpersons of the governing bodies of the ECS constituencies, the President of the Student Senate, the Campus Ministry Council, and others as ECS may from time to time deem appropriate. This is normally within two weeks of the meeting.
- d. Duties of the Chair in Communicating UAS Actions.
  - i. The Chair of the UAS is required to bring to the President (or designee) of Grand Valley all resolutions passed by the UAS. If the resolution requires presidential action, such action will be communicated by the President to the Chair of the ECS within two weeks. If the President expresses the desire to have the content of the resolution changed, the Chair of the UAS must then present this request to the members of the UAS. If the President requests that more time be given before taking action on the resolution, the Chair of the UAS will inform the members of the UAS to this effect.
  - ii. If any recommendation of the UAS differs from a recommendation which the President plans to present to the Board of Trustees, then the Chair of the UAS is charged by the UAS with the responsibility of informing the Board of the UAS position.

## 2.01.A 2. THE EXECUTIVE COMMITTEE OF THE SENATE (ECS)

- a. Powers and Duties of the ECS
  - i. Preparing the Agenda for UAS: All matters to be presented to the Senate are discussed by ECS and its recommendations are placed on the UAS agenda.
  - ii. Acting for UAS: The ECS has the power to act for UAS within the range of the Senate's powers as described in 1.a. Decisions reached by the ECS shall be considered tacitly ratified if the duly informed UAS membership does not petition for a meeting within one academic week after ECS decisions are reported to the UAS membership. If

such a meeting is called, the ECS shall be bound to proceed according to the decision of the UAS. No decision may be sent to the President for further action unless or until such tacit or actual ratification has been granted. The ECS shall convene a meeting of the UAS within one academic week upon petition by one-fourth of the members of the UAS.

- iii. Receiving reports from the standing committees of UAS: The standing committees of UAS report to the ECS and make recommendations relative to their respective charges. The standing committee chairs, or their designees, will meet with the Executive Committee to respond to questions and explain committee reports.

In its review, the ECS will decide: 1) if the matter is appropriate for Senate debate; 2) if all aspects of the matter are adequately addressed in the report; 3) if the wording of recommendations specifies precisely the action to be taken; and 4) whether specific motions should be composed to facilitate UAS deliberation of the matter.

When a matter receives ECS support, it will be placed as new business on the UAS agenda either as a main motion or as a report requiring further action by UAS. If the matter does not require UAS action, ECS may act on it independently. If ECS finds the matter lacking or inappropriate, it will be routed back to the standing committee with a request for further clarification.

- iv. Nominations: The ECS serves as a nominating committee for membership of all committees, task forces, and boards to be elected by the UAS.
- v. Advice and counsel to the administration: The ECS will provide advice and counsel to the President and/or the Provost regarding university affairs.
- vi. Count of faculty for UAS membership: During the Winter semester ECS shall determine membership for UAS for the following year based on the appropriate faculty member count.
- vii. Other matters: Requests for Senate consideration of an issue may come from any constituency, organization or member of the campus community. Items will be sent to the Chair and the Academic Governance Office where curricular items will be logged with a tracking number. To organize the Senate workload, the Executive Committee determines the course of action for most requests. The ECS will decide (1) whether the concern should be dealt with by academic governance, and (2) if so, whether it should be referred to a standing committee. If the matter is not referred to a standing committee, ECS may request information from appropriate offices and persons to help in its deliberations.
- viii. Arranging faculty forums: ECS may arrange faculty forums as needed. At these forums, the chair of UAS/ECS will describe matters currently under discussion in the governance system and will invite faculty members' responses to the discussion at hand. Faculty members are invited to raise other concerns for discussion at these forums.

2.01.A.2. b. Rules of Procedure for the ECS

- i. Chair and Vice Chair: The Chair of UAS presides at meetings of the ECS. The Vice Chair presides in the absence of the Chair.
- ii. Meetings: The ECS shall normally meet every week, except during the spring/summer semester. Additional meetings may be called by the Chair, and must be called on petition of four members.
- iii. Quorum: A majority of the ECS members shall constitute a quorum.



- iv. Parliamentary Procedure: At the first meeting of the Academic year, ECS will discuss rules of procedure for its meetings and decide whether strict adherence to Robert's Rules of Order is desirable.

Robert's Rules shall govern the ECS in all cases in which they are not inconsistent with the procedures agreed upon by the ECS.

- v. Agenda: The agenda for ECS meetings is set by the Chair. Electronic copies of the agenda accompanied by electronic documents relevant to agenda items are distributed to ECS members at least four class days prior to the meeting. The agenda is also published in advance on the Faculty Governance website and any Academic Governance bulletin board. An item must be placed on the published agenda at the request of three ECS representatives.
- vi. Alternates: A member who is unable to attend an ECS meeting may designate an alternate to attend in his/her place. The alternate must be from the same representative college or university libraries. In the case of a prolonged absence involving several meetings, the representative college or university libraries should designate the alternate.
- vii. Proxy Votes: Proxy votes are not allowed at ECS meetings.
- viii. Distribution of minutes: Copies of the approved minutes are electronically distributed to ECS/UAS members and posted on the Faculty Governance Website and any Academic Governance Bulletin Board. Electronic copies are also sent to the President, Provost, Vice Presidents, Deans, Associate Vice President for Human Resources, the Registrar, the University Library Archivist, the Lanthorn, chairpersons of the governing bodies of the ECS constituencies, the President of the Student Senate, the Campus Ministry Council, and others as ECS may from time to time deem appropriate. This is normally within two weeks of the meeting.

### 2.01.A 3. REFERENDUM PROCEDURES:

- a. Petitions: Referendum activities can be initiated by means of petition as described below.
  - i. Petition forms entitled "Petition for Faculty/Student Senate Referendum" are available at the Provost's Office. Persons circulating the form will place the following information on the form:
    - a) the UAS action to be subjected to referendum;
    - b) the rationale for overruling the UAS action;
    - c) the name of the person circulating the petition.
  - ii. Persons eligible to sign the petition include all regular faculty members and all members of the Student Senate. Faculty signers must indicate the unit to which they are appointed. Student signers must be members of the Student Senate.
  - iii. Within 25 working days of the date of the UAS meeting at which the action was taken the signed petitions are filed with the President of Grand Valley, who will immediately appoint a task force (3.b.i) to count and validate petitions and initiate referendum procedures if enough appropriate signatures are filed.
  - iv. In order to initiate referendum procedures, the number of valid signatures on the petitions must be at least one-third of the sum of the number of regular faculty plus the membership of the Student Senate.
- b. Forum and Referendum Procedures
  - i. The task force appointed by the President of Grand Valley is responsible for establishing the machinery for carrying out the referendum. The task force shall be composed of two faculty members and a Student Senate member, and will be assisted by all necessary secretarial help.

- ii. The task force is also responsible for insuring that appropriate and open forums on the issue at hand are held prior to the referendum. Advocates on various sides of the issue should be enlisted.
- iii. All persons who are eligible to sign the petition (3.a.ii) are eligible to vote in the referendum.

The date, place, and hours for voting shall be adequately publicized by the task force.

- c. The result of the referendum will be interpreted by the President as the combined voice of the faculty and Student Senate. The President's decision regarding the issue on which the referendum was based will be explained in writing within two weeks of the referendum to the Chair of UAS and to the Grand Valley faculty and Student Senate.

#### 2.01.A 4. **STANDING COMMITTEES OF THE UAS**

The following committees report to the UAS via the ECS. Standing Committee meeting times shall be consistent over an academic year and be published on the faculty governance website. Any changes to the set meeting times must be made in a timely manner and agreed to by the committee members in consultation with ECS.

Quorum: A simple majority of the total voting membership of the committees shall constitute a quorum for the enactment of business.

##### a. **Academic Policies and Standards Committee (APSC):**

- i. **Faculty Membership:** Faculty membership of the APSC consists of four faculty members from the College of Liberal Arts and Sciences, one from each of the remaining colleges, and one from the university libraries. One additional faculty member elected by and from the UAS. The term of office is two years beginning at the end of the winter semester; terms are staggered.
- ii. **Student Membership:** One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.
- iii. **Administration Membership:** Provost or designee *ex officio*, non-voting.
- iv. **Responsibilities:** To study, review, and make pertinent recommendations on academic policies and procedures including admission, retention and dismissal, repeat grades, withdrawal, academic calendar, and suspension of library privileges. The scope of study and review of the Academic Policies and Standards Committee is limited by the published “purposes” of other standing committees of the University Academic Senate.

#### 2.01.A. 4 b. **Faculty Facilities Planning Advisory Committee (FFPAC)**

- i. **Faculty Membership:** Faculty membership of the FFPAC consists of seven members from the College of Liberal Arts and Sciences, two from the Seidman College of Business, one from each of the remaining colleges, and one from the university libraries. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered.
- ii. **Student Membership:** One undergraduate and one graduate student representative selected by the Student Senate for a one-year term.
- iii. **Administration Membership:** One Facilities Planning representative *ex officio*, non-voting; one Faculty Teaching & Learning Center representative *ex officio*, non-voting; one Information Technology representative *ex officio*, non-voting; and one representative from the Registrar's Office *ex officio*, non-voting.
- iv. **Responsibilities:** The role of this Advisory Committee is to provide recommendations to Facilities Planning on planning, remodeling, and building academic facilities at Grand Valley, with the goal of providing an optimal teaching and learning environment. Specific responsibilities include:
  - a) Serve as a liaison between the Grand Valley academic community and Facilities Planning.
  - b) Inform and advise Facilities Planning on factors that affect teaching and learning; most importantly (but not limited to) classroom design.
  - c) Maintain a collaborative relationship with the building project committees in order to facilitate faculty input into decision-making.

- d) Review current classroom space and make recommendations for future new and remodeled classrooms.

2.01.A.4 c. **Faculty Personnel Policy Committee (FPPC):** *(as revised 10/30/15 by UAS)*

- i. Faculty Membership: Faculty membership of the FPPC consists of four faculty members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the university libraries. College representatives must be tenured. The term of office for faculty members is three years beginning at the end of the winter semester. Terms are staggered.
- ii. Administration Membership: The Assistant Vice President for Human Resources and the Assistant/Associate Vice President for Academic Affairs shall serve as *ex officio*, non-voting members.
- iii. Responsibilities: The FPPC has the responsibility to review faculty personnel policy matters that extend beyond the college, as specified by the ECS, and make appropriate recommendations to the ECS. FPPC will elect a new chairperson by the end of the winter semester. The Chair of FPPC will attend the ECS meeting where the annual charges to the FPPC are finalized.

2.01.A.4 d. **Faculty Salary and Budget Committee (FSBC):** *(as revised 10/31/14 by UAS)*

- i. Faculty Membership: Faculty membership of the FSBC consists of seven members from the College of Liberal Arts and Sciences (CLAS), two from the Seidman College of Business, one from each of the remaining colleges, and one from the university libraries. The term of office is three years beginning at the end of the winter semester. Terms of those from colleges with two or more members are staggered. The vote for chair occurs at the beginning of the Winter semester of the year in which the prospective chair is selected to serve.
- ii. Student Membership: One undergraduate or graduate student representative selected by and from the Student Senate for a term of one year.
- iii. Administration Membership: The Provost or designee *ex officio*, non-voting.
- iv. Responsibilities: The FSBC has three primary responsibilities:
  - a) To study pertinent data and make recommendations to the Senate through the ECS on the allocation of funds within the Grand Valley budget as a whole as well as within the budgets of the administrative divisions,
  - b) To study pertinent data and make recommendations to the Senate through the ECS on the items of the budget, compensation or faculty security, and
  - c) To study pertinent data and make recommendations on proposals for the establishment of additional units/programs at Grand Valley. These recommendations will be made to the Senate through the ECS at the Prospectus stage and through UCC at the New Program Proposal stage.The President and/or ECS may request the FSBC to study specific items and make recommendations concerning them.

2.01.A.4 e. **General Education Committee (GEC)** *[as revised 1/28/11 UAS]*

- i. Faculty Membership: Faculty membership of the GEC consists of nine members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the university libraries. The term of membership is three years beginning at the end of the winter semester. Terms from those colleges with two or more members are staggered.
- ii. Student Membership: One student representative selected by and from the Student Senate for a term of one year.
- iii. Administration Membership: The Provost or designee *ex officio*, non-voting
- iv. Responsibilities:
  - a) To review and act upon courses proposed for the General Education Program;
  - b) to review and act upon program requests for exceptions;
  - c) to carry out, on a rotating basis, assessment of General Education courses so that each course is assessed every three years;
  - d) to call meetings of all faculty to discuss the aims, philosophy, and problems of the General Education Program;
  - e) to propose revisions to the General Education Program as seems prudent and necessary.

- v. Procedures:
- a) Course proposals and requests for program exceptions from General Education requirements will be sent, following approval by the appropriate College Curriculum Committee, to GEC. Proposals and requests approved by the GEC will be forwarded to the UCC for approval.
  - b) Course proposals submitted to the GEC should be as detailed and complete as possible in addressing General Education skills and content goals.
  - c) Requests for program exceptions should contain a complete and convincing rationale for the exception and show what other work in the program will address the area for which the exception is being sought. Request for exceptions will be reviewed and evaluated on the basis of the category descriptions in the General Education Program.
  - d) If the review of a course proposal is positive, the GEC will recommend approval. The course is then subject to the three year assessment cycle of the General Education Program.
  - e) If the review is negative, the proposal will be returned to the author of the proposal along with a written rationale for the negative decision, and when appropriate, suggestions for revision.
  - f) If it is resubmitted, the GEC will evaluate it and make their decision. If the decision is positive, the course will be recommended for approval under the terms of b, c, and d above.

**2.01.A. 4 f. Graduate Council (GC) (Revised at UAS 04/12/13)**

- i. Faculty Membership: The Graduate Council (GC) is composed of no more than eighteen faculty members elected by the faculty: base membership includes two representatives from each college (Business, Community and Public Service, Education, Liberal Arts and Sciences, Engineering and Computing, Health Professions, Nursing, Interdisciplinary Studies), plus two representatives from the university libraries. Each committee member will serve on one of two subcommittees (Policy and Standards or Curriculum).  
Subcommittees will include one member from each college and the library. Faculty from the same college will serve for staggered three-year terms. Representatives on the GC shall be faculty involved in graduate education.
- ii. Student Membership: Two graduate student representatives from different graduate programs, selected by the Graduate Student Association. Each subcommittee will have a graduate student representative.
- iii. Administration Membership: The Graduate Dean serves as an ex-officio member, as a representative of the Provost. Other ex-officio members include administrative staff that have a central role in graduate education, to include Registrar, Admissions, and Continuing Education designees.
- iv. Responsibilities: The GC is responsible for matters related to graduate education at Grand Valley, to include (but not limited to):
  - a) To review and recommend actions upon new courses proposed for graduate programs and/or revisions to current graduate courses or programs.
  - b) To review and recommend actions upon and, as needed, initiate policies and standards related to graduate education that ensure consistency, equity, and fairness, while not impinging upon the disciplinary expertise and responsibility of the program faculty. This shall include matters related to admission, program progress, and completion for post-baccalaureate students in non-degree, certificate, and degree program statuses.
  - c) To review and recommend actions upon requests for exceptions to university minimum standards or policies.
  - d) To review and recommend actions related to new graduate degree and certificate programs and to review and recommend actions related to existing graduate programs at the time of assessment and/or program review and/or accreditation.
  - e) To consider and recommend graduate financial aid policies and options and advise on allocation of university financial support for graduate students.
  - f) To call meetings of all faculty to discuss emerging issues in and strategic planning for graduate education at Grand Valley.

- g) To identify and monitor quality indicators of graduate education.
- v. Procedures -- Curricula and Program
  - a) Course proposals and requests for program exceptions from graduate policies will be sent from the College Curriculum Committees to the UCC, which will transmit such proposals and requests to the GC.
  - b) Curriculum proposals submitted to the GC should be as detailed and complete as possible. Requests for program exceptions should contain a complete and convincing rationale for the exception and show what other aspects of the program address the policy to which an exception is being requested. Curriculum proposals and exceptions will be reviewed and evaluated on the basis of graduate policies in place at the time of the review.
  - c) Curricular proposals to be considered by the GC will be referred to its Curriculum Subcommittee (GC-CC). While the GC-CC is reviewing proposals, the documents will be available for review of the entirety of the GC on the Council's web site, or general web sites of Grand Valley Faculty Governance. Proposals requiring vote of the GC to formalize the actions of the GC-CC include the following: a) all final plan documents, b) program changes with associated course proposals, c) prospectuses of all types, d) proposals denied approval by the GC-CC. Proposals approved by the GC-CC that do not fall within the categories above will be forwarded to UCC for action by the GC chair no sooner than five (5) calendar days after the GC-CC's approval.
  - d) At any time subsequent to the GC-CC approval and prior to the forwarding of proposals to UCC, action of the GC as a whole may be requested for documents that would not usually be reviewed by this governance body in its entirety. Any GC member, deans, department heads or faculty of the proposing college/department, chairpersons of any other faculty governance body including the ECS/UAS, or the Provost may make these requests. Such requests shall be directed to the GC chair. Consideration of the proposal(s) referred to the GC general membership will then be scheduled for the next regular meeting of the GC.
  - e) Positive recommendations from the GC related to curriculum and program matters will be referred to the UCC for final action.
  - f) As curriculum and program matters are reviewed by the GC, the proponents of the matter will be invited to participate in the discussion and review process. If, upon review, there are concerns or problems with the request it will be referred back to the appropriate College Curriculum Committee and the initiating unit, with clarification of concerns and suggestions for revision.
  - g) If the item is resubmitted, and if the GC again rejects it, an appeal of the GC decision may be taken to the UCC.
  - h) The UCC may convene representatives of both parties to review the matter. The decision of the UCC will be final.
- vi. Policies and Standards: Positive recommendations regarding policy changes or new policies and standards for graduate education will be referred to the ECS for final action.

**2.01.A4. g. Pew Faculty Teaching Learning Center Advisory Committee (FTLCAC)***(as revised UAS 4/3/15)*

- i. Faculty Membership: Faculty membership of the Pew FTLCAC consists of four members from CLAS, one from each of the remaining colleges, and one from the university libraries. The term of office is three years beginning at the end of the winter semester. Terms are staggered.
- ii. Student Membership: One undergraduate and one graduate student selected by the Student Senate for a term of one year.
- iii. Administration Membership: The Director and Faculty Fellows of the Pew FTLC *ex officio*, non-voting. A representative from Information Technology, *ex officio*, non-voting.
- iv. Responsibilities: The role of the Advisory Committee is to provide advice on policy, direction and performance of the Pew FTLC, including

- a) Serve as a liaison between the Grand Valley faculty and the Pew FTLC Staff disseminating information to faculty/units/colleges from the Pew FTLC and also providing feedback to the Pew FTLC about its programs, policies, and services
- b) Provide information about faculty development needs and advocate for professional development activities related to teaching and learning.
- c) Initiate and/or respond to discussions of teaching and learning issues, referring them to appropriate bodies of necessary.
- d) Every member of the FTLCAC (except for the committee chair) will serve on one of two sub-committees – either to review competitive grants or to review teaching award nominations.
- e) In the case of a vacancy, serve on a search committee for Pew FTLC Administrative Staff.

**2.01.A4 h. University Assessment Committee (UAC)**

- i. Faculty Membership: Faculty membership of the UAC consists of seven faculty members from CLAS, two from Seidman College of Business, one from each of the remaining colleges, one from the university libraries. Academic and service unit representatives serve three-year staggered terms beginning at the end of the winter semester.
- ii. Service unit Membership: Service unit membership of the UAC consists of five representatives with at least one representative from each of two areas: Advising and Student Services. Representatives will be appointed by the Provost. Service unit representatives serve three-year staggered terms beginning fall semester.
- iii. Student Membership: One undergraduate and one graduate student representative selected by the Student Senate for a term of one year.
- iv. Administrative Membership: The Provost or designee *ex officio*, non-voting
- v. Responsibilities: The UAC is responsible for:
  - a) Providing leadership and support to university constituents as they design and implement the six year self-study report and three year student learning outcome assessment plans/reports based on best practices.
  - b) Reviewing and providing feedback on assessment plans, reports, and self-studies submitted by all academic programs and most service units \*
  - c) Providing instructions for reporting formats and schedules.
  - d) Providing feedback to Administration in support of ongoing accreditation standards as set forth by the Higher Learning Commission.
  - e) Conducting initial and refresher user training in Weave Online.
  - f) Maintaining and updating the UAC website, Blackboard site, and automated timeline and notification system.

\* Service unit representatives are appointed to serve as the primary reviewer of reports submitted by service units.

**i. University Curriculum Committee (UCC) (As revised by UAS 10/31/15))**

- i. Faculty Membership: Faculty membership of the UCC consists of seven members from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the university libraries. The term of membership is two years. Terms of those from colleges with two or more members are staggered.
- ii. Student Membership: One student representative selected by the Student Senate for a term of one year.
- iii. Administration Membership: One representative from the Graduate Council (GC) *ex officio*, non-voting and the Provost or designee *ex officio*, non-voting.
- iv. Responsibilities: The UCC is responsible for a wide range of curriculum matters at Grand Valley; its responsibilities include, but are not limited to, the following:
  - a) to review and make recommendations on all degree requirements and on all new program proposals;
  - b) to review and make recommendations on all proposals involving academic credit, including continuing education;

- c) to review the courses recommended by the colleges to fulfill the General Education requirements;
- d) to review the Honors courses and seminars which will take the place of General Education requirements in the Honors Program;
- e) to review the proposals of the colleges for programs to be offered off-campus and to recommend to ECS/UAS on matters of purpose and function of off-campus and summer programs;
- f) to oversee the online curriculum development process.
- v. In addition to reporting to the ECS, the UCC may make recommendations directly to individual academic units.

2.01.A.4      **j. Online Education Council (OEC)**

- i. Faculty Membership: Faculty membership of the Online Education Council consists of the Chair of the UCC, serving as Chair of the OEC, and additional member of UCC (appointed by the Chair of UCC), Chair Graduate Council Curriculum Committee, and a faculty member with expertise in online pedagogy (appointed by Provost, in consultation with Faculty Governance). The term of membership is three years.
- ii. Student Membership: One graduate student representative selected by the Student Senate for a term of one year.
- iii. Administration Membership: The Provost or designee *ex officio*, non-voting, and Director of FTLC, non-voting. The following administrators may be called upon for consultation as needed, all non-voting: Director of IT, Director of Continuing Education, Chair of General Education Committee, Disciplinary representative, Director of Disability Services, and University Libraries representative.
- iv. Responsibilities: The Council's responsibilities will include, but is not limited to the following:
  - a) participate in a FTLC faculty development workshop for online/hybrid pedagogy in order to best facilitate OEC recommendations to the faculty;
  - b) develop university pedagogy and oversight standards for online and hybrid programming consistent with traditional course offerings;
  - c) evaluate online and hybrid offerings (the recommendation of OEC will be appended to the online curricular system, analogous to current recommendations by IT and University Libraries);
  - d) create recommendations for faculty development of faculty who teach online and hybrid offerings;
  - e) review and make changes to curricular forms that address online and hybrid pedagogy issues when appropriate;
  - f) request changes to Syllabus of Record in cases of substantial change to existing course due to online/hybrid delivery mode;
  - g) in consultation with FTLC, develop student evaluation instrument to be used in all online and hybrid courses that include questions particular to online/hybrid pedagogy as determined by best practices;
  - h) create communication plan of online and hybrid course offerings in these programs to internal offices (e.g. Admissions, University Libraries);
  - i) develop recommendations of consistent workload guidelines with regard to online and hybrid curriculum, in consultation with other faculty governance committees;
  - j) develop assessment tools for online and hybrid courses, in consultation with FTLC and UAC.

**2.02 Operative Rules for University Governance Committees**

**A. Standing Committees of the University Academic Senate:**

Membership, Terms of Office, Purpose, Reporting (*Committee membership revised and approved by UAS April 2004*) (Student appointments to university committees will provide, insofar as possible, college representation)

The Bylaws for the University Academic Senate (UAS), the Executive Committee of the Senate (ECS) and the following standing committees of the University Academic Senate are located in 2.01.A.

1. Academic Policies and Standards Committee (APSC);
2. Faculty Facilities Planning Advisory Committee (FFPAC);
3. Faculty Personnel Policy Committee (FPPC);
4. Faculty Salary and Budget Committee (FSBC);
5. Pew Faculty Teaching and Learning Center Advisory Committee (FTLCAC);
6. General Education Committee (GEC);
7. Graduate Council (GC);
8. University Assessment Committee (UAC);
9. University Curriculum Committee (UCC); and
10. Online Education Council (OEC);

**B. University Governance Committees:**

1. Academic Technology Advisory Committee (Approved by UAS 01/31/16)
  - i. Membership:  
Associate Vice President for Academic Affairs, Chair  
Dean of Student Academic Success Center  
Vice Provost & Dean of Academic Services and Information Technology  
Registrar  
Library Associate Dean, Technology & Information Services  
Director of Information Technology  
Faculty (elected by and from): Four representatives from CLAS and one from each of the remaining colleges and university libraries.  
Student representative selected by the committee
  - ii. Term: Academic college representatives - 3 years, staggered.
  - iii. Purpose: To support the academic mission of the University in its use of technologies and services impacting teaching, learning, research and scholarship, including:
    - a) Provide a forum to share experiences in the use of technology and computing needs and support.
    - b) Foster open communication to inform GV constituents about academic technology issues and initiatives.
    - c) Provide input and feedback on policies, guidelines and standards regarding the use of technologies by faculty and students.
    - d) Provide strategic planning input related to emerging technologies, resource and support needs.
    - e) Make recommendations regarding funding priorities to the Provost and Vice Provost and Dean of Academic Services and Information Technology.
  - iv. Reporting: To Provost or designee.
  - v. Meetings: Twice each fall and winter semester.
1. Affiliate Faculty Advisory Committee (AFAC) (Approved by UAS 09/25/15)
  - i. Membership:  
Regular Faculty Membership: Regular faculty will elect the Regular faculty members of the UAFAC which consists of 1 elected member from each College that employs Affiliate faculty. The term of office is two years beginning at the end of the winter semester.

Affiliate Faculty Membership: Affiliate faculty are eligible for membership after 2 years of continuous employment as an Affiliate faculty member. Affiliate faculty will elect the Affiliate Faculty members. Numbers of members from each College will be chosen according to the following ratio:

Affiliate Faculty in College	Members on Committee
1-20	1
21-50	2
51-100	3
101+	4

The Chair will be elected by the membership from the Affiliate faculty for a one-year term.



Administration Membership: One Provost office representative ex officio, non-voting.

- ii. Term: The term of office is two years beginning at the end of winter semester staggered for members from the same College. The UAFAC will meet one time per month on the first Friday from 7am to 9 am.
- iii. Purpose: The role of this Advisory Committee is to represent the needs and perspectives of all University Affiliate Faculty and to provide recommendations to University bodies on matters which may impact Affiliate faculty responsibilities, with the goal of providing an optimal teaching and learning environment as well as increased advocacy, visibility, retention, and development for all Affiliate faculty.

To serve as a liaison between the GVSU academic community and University Affiliate faculty, and inform and advise UAS on factors that affect teaching and learning as well as advise on university wide policies and procedure in regard to Affiliate faculty role, work load, etc. The Committee will clarify the roles of and/or expectations for Affiliate faculty while increasing Affiliate faculty visibility at GVSU and maintain a collaborative relationship with Regular faculty.

- iv. Reporting: To the Provost, Academic Senate

2. Campus Life Committee (Replaced the Student Life Committee) *(Approved by UAS 01/31/16 )*

- i. Membership:
  - 3 Faculty members from the College of Liberal Arts & Sciences
  - 1 Faculty member from each of the other Colleges and University Libraries
  - 3 Undergraduate Students
  - 1 Graduate Student
  - Associate Vice Provost for Student Affairs
  - Assistant Vice Provost for Student Affairs
- ii. Term: Faculty (3 year staggered); Students (1 year); Administrator (indefinite).
- iii. Purpose: An advisory body to the Vice Provost/Dean of Students regarding strategic planning of: co-curricular learning opportunities (i.e., educational, social, recreational, etc.) to actively engage students in the life of the university; support services that assist students to be successful in their academic and personal lives; and management of various environments at the university (e.g. living centers, apartments, dining areas, Kirkhof Center, Recreation Center, etc.).
- iv. Reporting: To the Vice Provost and Dean of Students
- v. Meetings: Twice each fall and winter semester

3 Faculty Grievance Panel *(Approved by UAS 01/31/16)*

- i. Membership: Faculty (elected by and from): six (6) from the College of Liberal Arts and Sciences, Seidman College of Business and Padnos College of Engineering and Computing; two (2) each of the remaining colleges and , and (one) 1 from the university libraries.
- ii. Term: 3 years, staggered.
- iii. Purpose: To review and make recommendations about a grievance at the request of any aggrieved appointee (see Administrative Manual for other details).
- iv. Reporting: To the President
- v. Meetings: Only meets when needed to address a grievance. (Election is for a pool of candidates to be selected by drawing to form the committee when needed, as per the Administrative Manual.)

4 International Education Committee *(Approved by UAS 01/31/16)*

- i. Membership:
  - Chair, elected from Membership
  - Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences, one from each of the remaining colleges and the university libraries.
  - Two students: 1 selected by the Student Senate and 1 selected by the International Student Association (confirmed by the Student Senate)
  - One Area Studies Program Faculty Member, selected by the programs
  - One Modern Languages and Literatures Faculty Member, selected by the department
  - One Study Abroad Program Director, selected by the Provost

- Director of International Education (*ex officio*, non-voting)
- ii. Term: 3 years, staggered.
- iii. Purpose: To review, authorize, evaluate, and recommend modifications to all international programs administered by the Office of International Affairs; to recommend priorities, new initiatives, policies, and procedures for the Office of International Affairs programs, including campus curricular and co-curricular activities; to advocate for international students, study abroad, faculty research and exchange, and community integration, within the university and West Michigan; and to ensure integrity and academic excellence in all international initiatives undertaken abroad by GVSU.
- iv. Reporting: To the Provost and University Curriculum Committee
- v. Meetings: Three to four times each fall and winter semester

5. Outstanding Service Awards Committee (*Approved by UAS 01/31/16*)

- i. Membership:  
Faculty (elected by and from): One representative from each College and one from the University Libraries.  
Two students selected by the Student Senate  
The Outstanding Service awardees from the previous  
The Provost, or designee.
- ii. Term: 3 years, staggered. \
- iii. Purpose: To review nominees, select the awardees, and forward the names to the Provost by December 15 for awards to be made at the next Faculty Awards Convocation. The Outstanding Service awardees serve on the committee for the academic year following their awards. The students and faculty members on the committee shall be representative of all segments of the campus community, including academic discipline, academic level, instructional level, race and sex.
- iv. Reporting: To the Provost
- v. Meetings: Normally, No formal meetings; business conducted electronically in the fall semester, unless the committee chair calls for a formal meeting.

2.02.B 6. Research and Development Committee (*Approved by UAS 01/31/16*)

- i. Membership:  
Faculty (elected by and from): Seven representatives from the College of Liberal Arts and Sciences, two from Seidman College of Business, one from each of the other colleges and one from the university libraries.  
Executive Director, Center for Scholarly and Creative Excellence ( *Ex officio*, non-voting).  
Provost or Provost designee (*Ex officio*, non-voting)  
The chair will be elected by the members of the R & D Committee for a one-year term.
- ii. Term: 3 years, staggered.
- iii. Purpose: To receive, review, develop, and recommend policies pertaining to research conduct & development and to advise the Executive Director of the Center for Scholarly and Creative Excellence on the activities of the Center. The committee's domain includes research conduct policies, except those for whom responsibility is explicitly assigned to the Human Research Review Committee (HRRRC) and/or the Institutional Animal Care and Use Committee (IACUC) by federal regulations and/or formal commitments (e.g., the university's Federal Wide Assurance). The committee is expected to consult with other faculty and staff members who have relevant expertise in research practices and ethics. Research policy recommendations should be forwarded to ECS/UAS, which may ask other committees such as UCC, FPPC, and FSBC to review proposals whose content overlaps with or has effects on matters that are within the domains of those committees. The committee serves as the advisory board of the Center for Scholarly and Creative Excellence, making recommendations on policies, procedures, and operations of the Center, including recommendations on awarding of Grand Valley funds for research and teaching improvement projects, directly to the Executive Director.
- iv. Reporting: To the Provost.

- v. Meetings: Monthly during the academic year.

7. Undergraduate Research Council (URC) (Approved by UAS 01/31/16)

- i. Membership:

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and university libraries. The Chair of the URC will be elected by the members of the URC for a one-year term.

The Director of the Office of Undergraduate Research and Scholarship, *ex officio*, non-voting.

One student representative selected by the Student Senate.

One student selected by the Student Senate for a term of one year. The student member will meet with the committee regarding items 6.a through 6.f, but will not be involved in the evaluation of S3 proposals.

- ii. Term: 3 years, staggered.

- iii. Purpose: In keeping with the values and strategic plan of GVSU that students should acquire new knowledge and explore its application through research, artistic expression, and scholarly activity, and that active scholarship may include collaboration of faculty and staff with students, the role of the URC is to provide advice and recommendations on university-wide policies and programs that apply to undergraduate research and creative practice. The committee will:

- a) Recommend goals and priorities for undergraduate research and creative practice at GVSU.
- b) Recommend policies and programs to promote undergraduate research and creative practice at GVSU.
- c) Advise on faculty development needs, student needs, and other resources to enhance undergraduate research and creative practice at GVSU.
- d) Promote undergraduate research and scholarly activities within the GVSU community.
- e) Promote the undergraduate research and scholarly activities at GVSU to the broader community.
- f) Establish policies and processes for application review for the Student Summer Scholars Program.
- g) Evaluate S3 proposals and recommend proposals to be funded.
- h) Assess the progress and viability of the URC.
- i) Review annually the resource needs for the URC and Office of Undergraduate Research

- iv. Reporting: To the Provost.

- v. Meetings: Monthly during fall semester, up to once a week during winter semester.

2.02.B 8. University Libraries Advisory Committee (Approved by UAS 01/31/16)

- i. Membership:

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences (CLAS), one from each of the remaining colleges, and one from the university libraries.

One student representative selected by the Student Senate

University Libraries Dean (*ex officio*, non-voting)

- ii. Term: 3 years, staggered.

- iii. Purpose: To advise the university libraries on possible areas of library development as perceived by the faculty; to react to issues brought to them from the University libraries; to serve as a communication channel; to recommend to the Academic Senate in a timely manner on major policy issues and matters of general concern as identified by the Committee.

- iv. Reporting: To the university libraries dean and to the Academic Senate on matters of policy and general concern

- v. Meetings: Twice each fall and winter semester.

9. Writing Skills Committee (Approved by UAS 01/31/16)

- i. Membership:

Director of Writing Across the Curriculum Chair (*ex officio*)

Director of GVSU Writing Center (*ex officio*)

Chair of First Year Writing (*ex officio*)

Faculty (elected by and from): Four representatives from the College of Liberal Arts and Sciences and one from each of the remaining colleges and university libraries.

One student selected by Student Senate

- ii. Term: 3 years, staggered.
- iii. Purpose: The University Writing Skills Committee exists to develop and assess goals for Writing Across the Curriculum (WAC) program through the Supplemental Writing Skills (SWS) program at GVSU. The this end, the committee enables collaboration among institutions across campus that support writing, specifically the First Year Writing Programs, the Fred Meijer Center for Writing and Michigan Authors, the University Libraries, and Information Technology. The work of the committee will include writing/updating the Mission, Vision, and Values statement for the SWS program; developing policies as necessary for new SWS issues (e.g., on-line SWS course guidelines); writing SWS assessment plans and advising the WAC director on the implementation of those plans; assessing the SWS program; and reviewing and advising the self-study report. The committee will also review and evaluate for approval SWS courses proposed by units; advise the director of WAC on new faculty development activities; and sponsor workshops in teaching writing for faculty members.
- iv. Reporting: To University Curriculum Committee.
- v. Meetings: Monthly during the academic year

## 2.02. C. Administrative University Committees :

- 1. Academic Review Committee (*Approved by UAS 01/31/16*)
  - i. Membership  
Director of Advising Resources and Special Programs, Chair  
Registrar, permanent member  
Assistant Vice President for Academic Affairs  
Faculty: Five members appointed by the Provost
  - ii. Term: 3 years, staggered
  - iii. Purpose: To preserve the integrity and appropriateness of the academic review process and policy; and, to act as an appeal and review body for those students seeking exception to, or readmission following suspension/dismissal.
  - iv. Reporting: To Provost
  - v. Meetings: Every other week throughout the academic year.
- 2. Administrative Professional Committee (*affirmed at UAS 01/31/16*)
  - i. Membership: Two representatives elected by and from six building groups (12 members in all).  
Group 1: Alumni House, Field House (Athletics), Service Building (Facilities), Kelly Turf Bldg., Rec Center, The Meadows;  
Group 2: Children's Center, Kirkhof Center, Student Services, The Commons;  
Group 3: Henry Hall, Kindschi Hall of Science, Laker Store, Padnos Hall, Mackinaw Hall, Manitou Hall;  
Group 4: AuSable Hall, Lake Michigan Hall, Lake Ontario Hall, Lake Superior Hall, Zumberge Hall, Calder, Performing Arts, Niemeyer Hall, Mary Idema Pew Library  
Group 5: Eberhard Center, Center for Health Sciences, Kennedy Hall, West Fulton Eberhard Center, and  
Group 6: DeVos Center, Depot, Ferguson Health, Bicycle Factory, Holland-Meijer Campus, Lake Michigan Center, Michigan Alternative Energy Center, Traverse City, Muskegon Community College, Seidman College of Business, WAV (Holland)  
Provost or designee (*ex officio*)  
Associate Vice President for Human Resources (*ex officio*)
  - ii. Term: Three years; a chair-elect will be chosen by the AP Committee by the end of the summer of each year, chair-elect to become chair in May of the following year; terms to be one year; secretary to be appointed by the chairperson.
  - iii. Purpose: The Administrative Professional Committee is the representative body for

- AP staff, the purpose of which is:
    - A. To review and make recommendations on the GVSU policies that affect AP staff
    - B. To facilitate dialogue between the AP staff and others at GVSU
    - C. To consider questions, concerns, and recommendations from AP staff
  - iv. Reporting: Recommendations made by the committee will be reported to the appropriate member of the President's Cabinet.
  - v. Meetings: Monthly throughout the calendar year
3. Provost's Advisory Committee (as needed) (*Approved by UAS 01/31/16*)
- i. Membership:  
Faculty (jointly selected by the ECS and the Provost): One representative from each of the colleges and the university libraries.
  - ii. Term: 3 years, staggered.
  - iii. Purpose: To provide advice concerning areas for reduction by department or program, transfer/retraining options for faculty, voluntary options, i.e., retirement, resignations, severance pay, and declarations of financial emergency and changing enrollment patterns.
  - iv. Reporting: To ECS/UAS.
  - v. Meetings: No regular meetings; only assembled in time of need.
4. Student Media Advisory Board (*approved by UAS 01/31/16*)
- i. Membership:  
Faculty: Six faculty representatives appointed by ECS  
Six students (3 selected by Student Senate; 1 each from the Lanthorn, WCKS, GVTV staff, selected by the associated staff)  
Associate Dean for Student Life (ADSL) or designee  
Two Professional Community Representatives from West Michigan, selected by ADSL in consultation with faculty advisors for student media organizations  
Lanthorn editor (*ex officio*, non-voting)  
Lanthorn Faculty Advisor (*ex officio*, non-voting)  
WCKS Station Manager (*ex officio*, non-voting)  
WCKS Faculty Advisory (*ex officio*, non-voting)  
GVTV Station Manager (*ex officio*, non-voting)  
GVTV Faculty Advisor (*ex officio*, non-voting)
  - ii. Term: 3 years for faculty, two years for community members, 1 year for students.
  - iii. Purpose: To ensure continuity of student media at Grand Valley State University. The three major student media organizations included the student newspaper, the Grand Valley Lanthorn; the student radio station, WCKS The Whale; and student television station GVTV Grand Valley Television. The Student Media Advisory Board will provide for adequate and capable staffing of the three student media organizations. The SMAB will establish newspaper and broadcast policies and will periodically review the newspaper, radio and television for quality and ethics. The SMAB will defend the freedom of the press for student media.
  - iv. Reporting: To Provost or designee.
  - v. Meetings: Once or twice each fall and winter semester.
5. University Conduct Pool (*formerly University Judiciary; Approved by UAS 01/31/16*)
- i. Membership:  
Faculty (elected by and from): Four representatives from CLAS, one from each of the remaining colleges and university libraries.  
Four faculty appointed by the Provost or designee from the faculty at large  
12 students, selected by the Student Senate  
Coordinator of Campus Judiciary (*ex officio*)  
12 AP staff appointed by the Provost or designee
  - ii. Term: 3 years.
  - iii. Purpose: See Article III of the Student Code.
  - iv. Reporting: To the Dean of Students or designee.
  - v. Meetings: Only meets when needed to address a conduct issue. Election is for a pool of candidates to be selected by drawing to form the committee when needed, as per

the Student Code; however, all elected and appointed members are intended to undergo yearly training.

### **2.03 College Governance Policies**

Colleges and the University Libraries shall have governance policies. These policies should be published and accessible to the faculty on each of their university web pages and hard copies should be available at each Dean's Office. These policies must be consistent with the provisions of the Faculty Handbook and the Administrative Manual, but need not be approved by the University Academic Senate. The ECS/UAS Chair should be advised of any policy revisions in order to ensure consistency with the Faculty Handbook and the University Counsel should be consulted on changes of policy that would impact the Administrative Manual.

### **2.04 Faculty Academic Policies *(Revised at UAS 04/23/13)***

#### **A. University Curriculum Committee Procedures and Policies for Curriculum Development and Review**

1. College Curriculum Committees (CCC) and the University Curriculum Committee (UCC) conduct their business during the regular academic year. Course and program proposals may be submitted via the online curriculum development system at any time during the academic year. Proposals intended for publication in the next edition of the Catalog should be submitted as soon as possible to allow time for review and any revisions.
2. Curriculum development is the responsibility of regular faculty. Adjunct faculty (as defined in section 3 of the *Administrative Manual*) are encouraged to participate in unit-level discussions of curricular actions, but are not responsible for curricular proposals. Visiting instructors and part-time adjunct instructors may not author curriculum proposals. Affiliate faculty may author curriculum proposals with unit level approval.
3. The Graduate Council Curriculum Committee will review and approve or not approve all graduate-related proposals in a manner similar to the review that the General Education Committee (GEC) conducts for all General Education issues. After approval by the GCC and/or the Graduate Council, UCC will review the proposal.
4. If a curricular proposal involves significant budgetary implications, UCC may consult with the Faculty Salary and Budget Committee (FSBC) for their assessment of the proposed budget impact.
5. Proposals which move the required hours of the major above or below the stated ranges of the various degrees will require strong justification.

#### **B. Index of Curriculum Procedures**

Click [here](#) to go to the Index of Curriculum Procedures.

#### **C. UCC Curricular Procedures**

1. All new course proposals, program change proposals, and all changes to existing courses except spelling, grammar, and punctuation changes must be submitted via the online curriculum development system. The online system is linked from the Faculty Governance Website: [www.gvsu.edu/facultygov/](http://www.gvsu.edu/facultygov/).
2. The agenda for UCC meetings is posted weekly on the Faculty Governance website. All curricular review actions taken are available in the online curriculum system.
3. After a course change proposal arrives for review at UCC it will be handled in the following manner. If the course is a prerequisite for another college, the course change proposal will be reviewed by UCC. If it is not a prerequisite for a course in another college or required by another college, and at least 30 days has elapsed since the proposal was approved by the unit of origin, then the course change proposal will be automatically approved by UCC at its next regular meeting and be forwarded to the Provost for approval. Until that approval is given, any faculty member can request the UCC to review a course change proposal.
4. Proposals that are approved by the UCC will be sent to the Provost for final approval. The Provost will notify the submitting unit if final approval is granted and will send the proposal to the Registrar for inclusion in the master course list. A proposal is not approved until this last step is taken.
5. If a proposal is rejected, the submitting unit is responsible for resubmitting the proposal. Appeals of CCC decisions should be made to the appropriate dean. Appeals of the UCC decisions should be made to the Provost.

6. In extraordinary cases, a non-renewable, one year interim approval category exists. Proposals should be submitted to the Chair of UCC. A decision will be made jointly by the Chair of the UCC and the Provost. These proposals must go through the normal curriculum review process for continued offering.

**2.04. D. Honors Designation in Majors and Minors** *(added Fall 2013)*

1. An Honors designation is intended to convey the fact that a program is distinguished from an existing program by its rigor, student engagement, or research, and may not be suitable for all students. Students in an Honors-designated program do not have to belong to the Honors Program or the Honors College. An Honors-designated program serves students within an academic program, whether or not those students are part of the Honors College or Honors Program.
2. Units complete a Program Change Request providing a rationale for creating the Honors-designation, how that designation would be implemented within the program (e.g., a track within a minor), and applicable admission and academic performance standards. The Program Change Request will then be sent to the Honors College for review using the standards already established by the Honors program. If supported, the Director of the Honors College will provide a letter of support to be attached to the Program Change Request, after which, the proposal will follow the normal curricular review process.
3. An honors track or emphasis in a major or minor must have between six and 12 credit hours, depending on how the courses are constituted. These credit hours can be constructed in a variety of ways as determined by the department and in consultation with the Honors College (e.g., one-credit-hour seminars linked to non-Honors- designated courses, such as capstones).
  - Note: the six-12 hours of Honors in the major cannot include Honors Foundations courses.
4. Courses must follow the parameters set forth in Meijer Honors College Guidelines for Honors Courses.
5. It is preferable that the Honors-designated courses have an internal connection with one another and/or explicitly build on other classes in the major or minor.
6. Honors-designated programs will be periodically reviewed by the Honors College at the normally scheduled time for program assessment. The program will submit a report to the Honors College with evidence that the program is meeting the original objectives agreed upon when then Honors designation was approved. If the program is found to be deficient, it will be put on a one-year probationary period, and will work collaboratively with the Honors College to address concerns and deficiencies. The Honors College will give full approval if the issues are successfully addressed. Otherwise, the Honors designation will be removed from the program.

**E. Hybrid and Online Curriculum Proposals**

1. The following procedures will be followed for the inclusion of online and hybrid courses in the curriculum:
  - a. If the content of a course is unchanged, and the request is to change solely the delivery of an existing course to an online or hybrid format, the faculty member and involved unit head will seek recommendation only from the Online Education Council, the Dean of the submitting unit, and the Provost's Office. If the Council recommends for non-approval, the proposer may contact the Assistant Vice-President for Academic Affairs with curriculum duties.
  - b. If the course/program is new in content and proposes an online or hybrid format, or if an existing program seeks to change to a fully online program, the current curricular procedures must be followed, with the addition of seeking the recommendation of the Online Education Council via the online curricular system.

**2.04 F. Course Proposals**

1. Units should be sensitive to the cost and space implications, as well as staffing needs of a course proposal. The Curriculum Resource Statement attached to course proposals should be given careful consideration and completed accurately. Proposals that require additional

staff, equipment, space, supplies that have not been committed for by the appropriate administrative offices may be rejected.

2. Units should be sensitive to the impact that new courses, dropped courses, or course changes have on other courses and other programs. The Course Change Proposal and the New Course Proposal require that all units possibly affected by the proposal be notified before it is submitted to the CCC. The unit heads of the affected units should respond in writing, even if they see no problems with the proposal. The CCC's will judge overlap/duplication within a college. Although no rigid formula or guidelines can be set for this, CCC's are advised to take a conservative approach. If significant overlap is found between a proposed course and existing courses, the proposed course or course change should be rejected.

3. Uniform Course Numbering System (Approved 4/14/06 by UAS)

a. Uniform Course Numbering Guidelines:

Category	Description
000-099	Credit in these courses does not apply to the minimum 120 credits required for the baccalaureate degree.
100-199	Introductory courses, generally without prerequisites, primarily for first year undergraduate students.
200-299	Courses primarily for second year undergraduate students.
300-399	Courses primarily for third and fourth year undergraduate students.
400-499	Advanced courses primarily for fourth year undergraduate students.
500-599	Courses primarily for first-year graduate students or as prerequisites for 600-and 700-level courses.
600-699	Courses primarily for students admissible to graduate programs.
700-799	Courses primarily for advanced graduate students in post-masters and doctoral programs.

b. Reserved Undergraduate Course Numbers:

For the four categories listed below, these numbers are reserved for exclusive use for the purposes designated. A unit may not use these numbers for any other courses. A unit may, if it has compelling reasons, choose to list one of these courses with a number other than one of the reserved numbers, or may use additional numbers for these courses (a two-semester internship, for example, would require another number besides 490).

- i. The numbers 180, 280, 380 and 480 are reserved for use only as a special topics course.
- ii. The numbers 399 and 499 are reserved for use only as independent study and research courses.
- iii. The number 490 is reserved for use only as an internship or practicum course.
- iv. The number 495 is reserved for use only as a Capstone course.

300- and 400-level courses should be justified by 100- and 200-level prerequisites or a course content/approach that clearly indicates it is not a beginning level course.

c. Reserved Graduate Course Numbers:

The following graduate-level course numbers listed below are reserved for the purposes indicated:

- i. The numbers 680 and 780 are to be used for graduate special topics courses.
- ii. The numbers 690 and 790 are to be used for graduate research preparation courses.
- iii. The numbers 693 and 793 are to be used for graduate project courses.
- iv. The numbers 695 and 795 are to be used for graduate thesis/dissertation courses.
- v. The numbers 696 and 796 are to be used for graduate thesis/dissertation continuous enrollment courses
- vi. The numbers 699 and 799 are to be used for graduate independent study courses.

4. Special Topics Course Policies



- a. A special topics course is intended to allow a unit to offer a course on a topic that is not covered in a regular course in any program at GVSU.
- b. A special topics course may be offered for various reasons. For example a new visiting faculty bringing new expertise to a unit, student interest in a topic increasing enough to temporarily offer a course on a topic, a unit wishing to pilot test a reconfiguration of an existing course, a unit wanting to judge the potential interest in a given topic before proposing a new course.
- c. A unit may offer a given special topic a maximum of 3 times. If a unit wishes to schedule the topic for the third time, then it must create and submit a New Course Proposal in the online curriculum development system concurrent with the third offering.

2.04.F. 5. Syllabus of Record

A syllabus of record must be attached to new course and course change proposals. A syllabus of record (SOR) is the official record of minimum course content – that is, content that must be present in every section of a course. In essence, it describes a department's vision of what should be taught, and (to a lesser extent) how it should be taught. Although all SOR must contain certain items of information (noted below), some of them will be more detailed than others, depending on the course. For example, if a course needs a high degree of flexibility in its various offerings, then the SOR might be somewhat vague. If another course needs to meet rigid accreditation standards, then the SOR might be extremely detailed. A detailed description of the requirements for an SOR can be found on [UCC's website](#).

The SOR serves four audiences. (1) Faculty can use the SOR as a blueprint for designing course syllabi. Faculty are free to add to the content in the SOR, but the activities, objectives, and methods of evaluation in the SOR must be maintained. (2) Students can use the SOR to determine, before they register, the skills they can expect to achieve upon successful completion of a course. (3) The SOR provides a standard format that other schools can use to determine transfer credit. (4) Faculty governance committees use the SOR when evaluating course-change and new course proposals.

1. Course Grades

The Academic Policies and Regulations section of the catalog describes various grade types available for a course. Unless otherwise noted below, all courses are graded with a letter grade A through F, and I (Incomplete). In addition, students may choose to permanently withdraw from a course (resulting in a W (Withdrawal) grade), or to audit a course (resulting in an AU (Audit) grade).

Units that want to assign the grade types Credit (CR), No Credit (NC), or Deferred (X) must seek approval through the curriculum review process.

The grades P (Pass), PD (Pass with Distinction), W (Withdrawal) and NC (No Credit) are the only grades that may be assigned as the final grade for a graduate thesis or dissertation.

The grade of R (Research) is the only grade that may be assigned each semester to a continuous enrollment course for a graduate thesis or dissertation (xxx-696, xxx-796).

**G. Undergraduate Certificate Program Criteria and Guidelines**

1. Purpose: A certificate is awarded in recognition of completion of a well-defined program of coursework that falls within existing units at Grand Valley for a specified purpose that could not simply be achieved by obtaining a transcript. A certificate is not defined as a degree by the University, rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. Furthermore, certificates are available to both degree-seeking and non-degree-seeking (i.e., certificate seeking) students. Therefore, they are available to a wider range of students than a traditional major.
2. Criteria:

- a. Certificate programs may be either freestanding or as add-ons to existing degree programs.
  - b. The number of courses (credits) required for completion of a certificate program may vary from certificate to certificate.
  - c. A limited number of new courses may be added for certificate programs.
  - d. Minimum standards for academic progress should be identical to those of the parent program(s). Additional standards or requirements may be imposed.
  - e. The anticipated time for completion of the program should be specific.
  - f. The number of courses comprising the certificate program that must be completed at Grand Valley is set by the department providing the certificate program.
  - g. Courses accepted for transfer as part of the certificate program must be reviewed and approved by the department providing the certificate program.
  - h. Courses taken as part of a certificate program at another institution may be transferable and shall be evaluated on their own merits in keeping with standard procedures; however, certificates from other institutions are not transferable to Grand Valley.
  - i. Certificate courses may be applied toward requirements for completion of a major/emphasis or degree, as determined by the unit providing the certificate program.
3. Procedure:
- a. Certificates are created using the New Certificate Proposal Form in the online curriculum system that is linked from the GVSU Faculty Governance website.
  - b. Certificate review follows the same curriculum review process as courses and program changes.
  - c. Changes to existing certificates should use the Program Change Request form.

#### 2.04 H. Graduate Certificate Policies

1. Definitions:
  - a. A **graduate certificate** is a credential awarded by the University for completion of a defined and focused collection of courses that meet a clear **and appropriate educational objective at the graduate-level**. A graduate certificate is NOT a degree offering of the University.
  - b. A **graduate certificate director** is the individual designated to administer the graduate certificate program. The role, responsibilities and authority of a graduate certificate director are similar to those of a graduate program director with respect to a graduate degree program.
2. A graduate certificate program:
  - a. shall consist of at least nine (9) graduate-level credits; credits earned in required undergraduate courses do not apply to this minimum.
  - b. shall be approved through the specified University curriculum process.
  - c. may require the completion of undergraduate prerequisite or cognate courses.
  - d. shall be consistent with the expectations for graduate-level education as stated in the Higher Learning Commission *Criteria for Accreditation Handbook*:  
  

Graduate-level learning activities are more focused in content and purpose and more intellectually demanding than undergraduate education; faculty and students engage in scholarship involving research and practice as appropriate to the discipline or field; and learning activities involve frequent interactions among faculty and graduate students.
3. Admission:
  - a. Normally, admission to a graduate certificate program is a baccalaureate or higher degree earned at a US regionally-accredited institution or its international equivalent.
  - b. The Dean of Graduate Studies may waive this requirement in highly exceptional circumstances at the recommendation of the Graduate Certificate Director.
  - c. University undergraduate students taking graduate courses through the dual-credit process may be admitted to a graduate certificate program. However, an undergraduate student may NOT be awarded a graduate certificate until they have been awarded a baccalaureate degree.
  - d. A graduate certificate program may specify additional admissions requirements.

4. Application for admission:
  - a. A student who is not enrolled in a graduate degree program must apply for admission to a graduate certificate program prior to completing fifty (50) percent of the required credits for the graduate certificate. This requirement applies to an undergraduate student pursuing a graduate certificate through the dual -credit process.
  - b. Graduate students who are currently enrolled in a graduate program of study leading to a degree, and who wish to simultaneously pursue a graduate certificate must inform the certificate program director and the Dean of Graduate Studies of their intent to seek the graduate certificate.
5. A graduate certificate may be awarded to a student:
  - a. who has been admitted to either the specific graduate certificate program or a graduate degree program at the University, and
  - b. who has earned a minimum of a 3.0 (B) grade point average in University courses required for the certificate, and
  - c. who has successfully completed the required courses, including any required undergraduate prerequisite or cognate courses for the certificate and no required graduate course is more than eight (8) years old at the time the certificate is awarded, and
  - d. who is in good standing with the University.
6. Applying certificate course work to additional graduate certificates and graduate degrees:
  - a. A graduate course used to meet the requirements of a graduate certificate may be utilized to meet the requirements of a second or subsequent graduate certificate only with the approval of the Dean of Graduate Studies.
  - b. The use of a graduate-level course to meet the requirements of a graduate certificate degree program does not preclude its use toward the requirements of a graduate degree.
7. Course substitutions:
  - a. In general, the Graduate Academic Policy on the *Approval of Course Waivers, Course Substitutions, and Individual Program Plans* is applicable to graduate certificate programs.
  - b. At the discretion of the Graduate Certificate Director, a relevant graduate course may be substituted for a required dual-listed course that a student has completed for undergraduate credit with a grade of 'B' or higher.
  - c. Generally, no more than one dual-listed course taken for undergraduate credit may apply toward the requirements of the certificate. However, upon the recommendation of the Graduate Certificate Director, the Dean of Graduate Studies may approve the application of a second required dual-listed course taken for undergraduate credit toward the requirements of the certificate.
8. Transfer credit:
  - a. The transfer of credit to a graduate certificate program is limited to no more than one-third of the required credits for the certificate and subject to the applicable provisions of the *Graduate Academic Policy on the Transfer of Credit to a Graduate Program*.
9. Administration:
  - a. Each graduate certificate program shall have a designated graduate certificate director as defined in '1.b.' above.

#### **2.04. I. Procedure for the Establishment of Additional Programs or Units**

*Approved by UAS December 1994; Procedure revised April 2004; March 2010*

##### **1. Introduction**

Proposals for the establishment of additional programs or units must be consistent with the University's Mission, Vision, and Values. Because the creation of any new program or unit can have significant administrative, academic, and financial implications, only those proposals which are compatible with the University's articulated Mission, Vision, and Values should be pursued.

- 2. Applicability of the Procedure for the Establishment of Additional Programs or Units**  
The criteria and procedures presented in this document govern the proposal, development, and approval of any new program or undergraduate/graduate unit (department or school within a College), program, major, minor, or degree to be established within the existing organizational structure of Grand Valley State University. Hereafter the collective reference to "program or unit" is understood to include all of the above items. The criteria and procedures presented in this document do not govern changes to the organizational structure for the University, including the proposal, development, and approval of new Colleges or Schools. Procedures for such changes in the fundamental organizational structure for the University are detailed in a separate governance procedure.

New minors that consist solely of existing courses can be created via a Program Change Request.

**3. Governance Procedures for the Establishment of a New Program**

Grand Valley State University is committed to establishing well-researched, innovative academic programs. The procedure for making proposals involves two stages: the Prospectus for a New Program, which introduces the concept for governance consideration, and New Program Proposal upon which approval and implementation will be based. Both the Prospectus and New Program Proposal can be submitted via the online curriculum development system at any time during the academic year.

a. Prospectus

The Prospectus for a new program, major, minor, or degree may be initiated by a faculty member, faculty-planning group, or officer of the university. The Prospectus will clearly identify the proposers. Any proposal for a new program shall be developed and reviewed in accordance with the following guidelines. The proposers may withdraw a proposal at any time by notifying the New Program/New Unit Council.

The Prospectus shall include the following (see online Prospectus form for full details)

- i. a description of the program,
- ii. the interdisciplinary impact and overlap,
- iii. evidence of the desirability and feasibility of the program, and
- iv. a detailed budget of resource needs

These documents will be used to review the Prospectus and each is detailed in the online curriculum system.

The decision to proceed to the development of a detailed New Program Proposal for the proposed program will be based upon a review of the Prospectus by the New Program/New Academic Unit Council, consisting of: UCC Chair, FSBC Chair, GC Chair, appropriate Dean(s), the Provost or Provost's representative, and the ECS Chair, who will be Chair of the Council. As part of its deliberations, the New Program/New Academic Unit Council will seek input from existing units that may be affected by the creation of the proposed new program. Council members make recommendations to the Provost. Their recommendation will be to "support the Prospectus as submitted," to "support the Prospectus with requested modifications," or to "not support the Prospectus."

The Provost shall review the Prospectus and the recommendation of the New Program/New Academic Unit Council. The Provost may request additional information, approve the Council's recommendation and initiate development of the New Program Proposal, or terminate the proposal. The decision of the Provost resulting from the Prospectus review shall be communicated to the writer(s) of the Prospectus, and to the New Program/New Academic Unit Council, a detailed rationale will be sent to the Council. If the recommendation of support by the New Program/New Academic Unit Council is accepted by the Provost, he or she will appoint a taskforce for the creation and submission of the New Program Proposal. The taskforce includes the unit head that will house the new program.

The approval processes are detailed in the online system [here](#).

- b. New Program Proposal  
The New Program Proposal shall be developed by the writer(s) appointed by the Provost, in accordance with the Provost's charge for development. The writer(s) shall follow the online curriculum system.

- c. Special Considerations

- i. Establishment of Interdisciplinary Programs

- The housing of new programs with an interdisciplinary focus and shared courses shall be made in consultation between the proposer, all affected Deans, and the Provost. The final decision rests with the Provost.

This approval shall occur before the submission of the Prospectus.

- d. Governance Review Procedure

The review of the New Program Proposal shall be governed by the principles describe with regard to the criteria at the Prospectus stage (2.04.J.3.a), i.e., a description of the program; interdisciplinary impact and overlap; evidence of the desirability and feasibility of the program; and a detailed budget of resource needs. Each is detailed in the approval processes in the online curriculum system [here](#).

2.04.I

**4. Governance Procedures for the Establishment of a New Academic Unit**

- a. New Academic Unit Proposal

The proposal to establish a new academic unit may be introduced by a faculty-planning group or officer of the university. The proposal will clearly identify the proposers. The New Academic Unit Proposal shall include the following:

- i. a description of the new academic unit,
  - ii. a strategic plan,
  - iii. a description of the function of the new unit,
  - iv. the desirability of the new unit, and
  - v. a detailed budget of resource needs.

Each of these elements is detailed in the approval processes in online curriculum system [here](#). The New Academic Unit Proposal can be submitted via the online curricular system at any time during the academic year.

- b. Governance Review Procedure of Proposal for New Academic Unit

The Proposal for the New Academic Unit shall be reviewed by the New Program/New Academic Unit Council, consisting of CCC Chairs, UCC Chair, FPPC Chair, FSBC Chair, GC Chair, appropriate Dean(s), the Provost or Provost's representative, and the ECS Chair, who will be Chair of the Council. As part of its deliberations, New Program/New Academic Unit Council will seek input from existing units that may be affected by the creation of the proposed new unit. Council members make recommendations to the Provost. Recommendation is either "support," "support with requested modifications," or "not support."

The approval processes can be found [here](#).

2.04 I

**5. General Education Criteria and Guidelines**

Please visit the General Education Program website at <http://www.gvsu.edu/gened/>

**J. Graduate Academic Policy on the Minimum Number of Hours Required for an Earned Doctoral Degree**

- 1. Except as provided below, a graduate degree program shall require the following minimum number of graduate credits to award a doctoral degree:
  - a. Ninety (90) graduate credits beyond a baccalaureate degree.
    - i. Additionally, if a student has earned a Master's degree prior to matriculation in the doctoral program, at least forty-five (45) graduate credits beyond the Master's degree
    - ii. Forty-five (45) graduate credits earned at the University.

2. A doctoral degree program may require fewer credits than specified above only if consistent with academic and discipline-based norms.
  - a. Consistency with academic and discipline-based norms may be demonstrated by offering:
    - i. authoritative evidence, such as accreditation, professional/academic association standards, and/or,
    - ii. documentation of prevailing practices among similar degree titles and programs, or,
    - iii. a thorough and convincing rationale for a new innovative doctoral degree programs where similar programs do not exist.
  - b. A doctoral degree may **NOT** be awarded to a student who has earned fewer than
    - i. Seventy-five (75) graduate credits beyond a baccalaureate degree, or
    - ii. thirty (30) graduate credits beyond the Master's degree, if a student has earned a Master's degree prior to matriculating in the doctoral program, or,
    - iii. thirty (30) graduate credits at the University.
3. Credit earned in a *leveling course* as defined in the *Graduate Academic Policy on the Minimum Number of Credits Required for the Master's Degree* may not be counted toward the minimums specified in this policy.

**2.04. K. Graduate Academic Policy on the Minimum Number of Hours Required for the Specialist Degree**

1. A Specialist degree program shall require a minimum of sixty (60) graduate credits beyond the baccalaureate degree.
2. Additionally, if a student has earned a Master's degree prior to matriculating in the Specialist program, the student must earn a minimum of thirty (30) graduate credits beyond the Master's degree.
3. Credit earned in a *leveling course* as defined in the *Graduate Academic Policy on the Minimum Number of Credits Required for the Masters Degree* may not be counted toward the minimum credit required.
4. A minimum of twenty-four (24) of the required graduate credits must be earned at the University.

**2.04. L. Minimum Number of Credit Hours Required for the Masters Degree**

1. A minimum of 33 graduate-level credits must be earned for a Masters degree to be awarded. Graduate-level credits for the master's degree are earned in those courses that are numbered 500 and above that do not meet the definition of leveling course.
2. At least 24 credits must be earned at GVSU.
3. The following types of credit are NOT considered to be graduate-level credit for the purpose of this policy:
  - a. Credit earned for completion of a leveling course as defined below.
  - b. Credit that was earned more than eight years prior to the award of the degree.
 

Exceptions to this provision may be granted for courses over eight years old:

    - i. based on evidence provided by the student that demonstrates currency in the content of the course, and
    - ii. on the recommendation of the Graduate Program Director for the degree sought, and
    - iii. with the approval of the Dean of The Graduate School.
4. No more than nine (9) credits earned from dual listed graduate courses may be applied toward the degree.
5. Definition: A leveling course is a course that is intended to provide knowledge skills and competencies expected of students entering a specific graduate program, and that is routinely waived or not required for students with sufficient undergraduate coursework in the discipline or program area.

**2.04. M. Procedure for the Establishment of Nonacademic Institutes, Centers, and Offices**  
(Approved UAS March 31, 2000)

As part of its mission, Grand Valley has established several nonacademic institutes, centers, and offices to serve specialized needs. The scope of these institutes, centers, and offices range from the Padnos International Center and the Regional Math/Science Center with substantial budgets and staff of its own, to others like the Business and Ethics Center which primarily serves as a contact point between the local community and Grand Valley faculty. Each of these institutes, centers and offices represent not only themselves but also the University in their activities. Because of this representation each institute, center, and office needs to be formally approved by the University. However, because of the size and scope of institutes, centers, and offices no one procedure is applicable in all cases.

Therefore, the following process will be followed. Those who wish to establish an institute, center, or office will submit to the Provost a summary of the proposed institute, center, or office. At a minimum, this summary will outline the mission of the proposed institute, center, or office, its proposed organization and reporting responsibilities, its proposed budget and staff, and its involvement, if any, with Grand Valley faculty. The Provost will review the proposal and discuss it with the Chair of the University Academic Senate. The Senate Chair will make reports to the Senate when such proposals are made. Such review and discussion will determine what further steps are needed before approval is given. Further review may take place by the Administration and Academic Governance.

2.04. N. **Academic Program Budgetary Review Process** *(Approved by FSBC)*

Proposals submitted to the Faculty Salary and Budget Committee for a recommendation to Executive Committee of the Senate as part of the review process for the development and approval of new programs, units, degrees, majors, unit accreditation, and requests for autonomy should contain in both the Prospectus and New Program Proposal, an analysis of sources for support, and budgetary costs and benefits as requested in the online submission process.

2.04. O. **Accreditation Review Procedures**

The decision to seek accreditation for a unit or program represents an investment and a commitment on the part of Grand Valley. The process of acquiring accreditation should be the result of a thoughtful, comprehensive analysis of both the benefits and the costs which result for the unit and the University community.

As part of the process for seeking the Grand Valley Administration's approval to initiate the accreditation process, units need to make the case for accreditation to faculty governance. Both curricular and budgetary consequences of accreditation must be reviewed by the appropriate governance committees and recommendations forwarded to the Associate Vice-President for Academic Affairs responsible for accreditation issues before a formal decision to pursue accreditation can be made.

2.04 P. **Review Process to Pursue Accreditation**

1. The unit seeking permission to pursue accreditation of the unit or of a program within that unit will make its case first to the College Curriculum Committee [CCC] of the College in which the unit is housed. Upon completing its review of the proposal, the CCC will forward its recommendation to ECS. ECS will refer the proposal to UCC and to FSBC for their recommendations. Upon receipt of the recommendations of UCC and FSBC, ECS will review the proposal for accreditation and forward a recommendation to the Associate Vice-President for Academic Affairs responsible for accreditation issues. The Provost will notify ECS of the Administration's decision regarding approval of the proposal to seek accreditation. An adverse recommendation at any level of governance will not terminate the process of discussion.
2. The unit's proposal to seek accreditation shall include a thorough assessment of the unit's current degree of compliance with accreditation guidelines. This assessment should be detailed and specific, and it should indicate any anticipated changes required in order to achieve accreditation. This discussion should include, but is not limited to, changes in program objectives, courses, requirements, physical space and/or facilities, faculty resources, and university libraries or other resources.
3. A copy of the current accrediting agency guidelines shall be attached to the proposal.

4. The proposal will include a candid and specific discussion of the anticipated short term and long-term (5-year) benefits and costs associated with accreditation. This discussion should speak to the following: students, graduates, the unit, the College, and the University.
5. The proposal will include a specific discussion addressing how the unit believes that accreditation will enhance and facilitate the unit's ability to function within the Grand Valley role and mission statement.
6. The proposal will include an analysis of sources of financial support, and of the anticipated budgetary costs and benefits. This discussion will include a projected budget and be directed toward both the short term and long-term (5 years) impact. The budget should contain numbers which indicate costs for administrative, faculty, and support personnel, and any equipment or operating costs. Monetary support could include such items as any start-up or long-term grants, increased tuition and fee revenue based on anticipated number of students, and requested University funding. Whether internal funding will come from the present unit budget, the College budget, or the University should be specified.

Units which have achieved accreditation do not need to make the case for renewal of accreditation. Implicit in the unit's decision to pursue renewal is the presumption that accreditation has been beneficial. At the renewal stage, however, the unit shall forward a brief statement to ECS/FSBC/UCC assessing the effects of accreditation during the foregoing period, and apprising ECS/FSBC/UCC of any changes in accreditation requirements or standards which may have been made since the previous review. This statement will include a projected budget for the next five years. Faculty governance will review this statement and will forward a recommendation to the Provost.

2.04 **Q. Policy on the Establishment and Revision of AP Scores** *(Approved by UAS 10/26/12)*

1. Every unit offering AP credit should review the current AP scores to insure that they are set at an appropriate level. An "appropriate level" should be considered a score that adequately positions the student for success in subsequent courses.
2. In the process of conducting that review, *the unit* should determine what information may be required of Institutional Analysis (IA) in order to make that assessment as expertise in the academic needs of students in a particular field lies within the unit. Individual units are allowed to determine the unique set of data that would be required to make that determination. In other words, there is no prescriptive data set requirement since it is ultimately the responsibility of the originator of the change proposal to make the case for a change in an AP score. Other units and office may request that a particular unit review a current AP score, but the responsibility for the creation and submission of the proposal lies with the unit.
3. The units' review should include members of the office of the Registrar and Admissions in order that those offices may be informed and so that those offices may provide input as to how a particular score might have a larger impact across the university.
4. In order to suggest a change in a current score, or for recommended changes in the future, the following guidelines should be followed:
  - a. The proposal should include
    - i. Rationale for the proposed change.
    - ii. Data that provides a comparable analysis to like AP scores from peer and competitive institutions.
    - iii. Admissions, Registrar and IA data (or statements) that projects the impact on enrollment and course offerings.
    - iv. An implementation plan.
    - v. Statements from IT and university libraries on projected impact/readiness.
  - b. The timeline for proposals should follow:
    - i. Submitted in September for a change two academic years later (e.g., September, 2012 for a change in August, 2014).
    - ii. Passed through the process outlined below by March one calendar year ahead (or else the start date is postponed a year) in order that appropriate planning for and advertising of the score can be enabled.
  - c. Allowances should be made for expedited review and change of scores upon request of the units. However, the onus for preparation of the proposal, as outlined above, is still required of the originator of that proposal.



- d. The process for changing a current, or future, AP qualifying score proceeds as follows:
- i. Unit proposal prepared with required elements, as above.
  - ii. To the Deans' Undergraduate Academic Advising Policy Committee for a recommendation.
  - iii. To the Academic Affairs Committee for Oversight of Credit by Examination for information regarding potential impact of score change and for a recommendation. This committee includes:
    - Assistant Vice Provost for Student Success (that oversees advising)
    - Assistant/Associate Vice President for Academic Affairs (that oversees budget and management)
    - Vice Provost for Admissions
    - Director of Admissions
    - Registrar
    - Director of General Education
  - iv. To the Dean of the College where the unit is situated for a recommendation.
  - v. To the Provost and VP for Academic Affairs for approval.
- e. If the recommendation for change is approved, ECS and the Provost's Cabinet are advised.

## **Chapter 3: Faculty Responsibilities, Faculty Planning, and Faculty Evaluation Procedures and Salary Adjustment Program**

### **3.01 Faculty Responsibilities**

Grand Valley State University recognizes the value of mentoring for all faculty and especially for new faculty. The University provides new faculty with a first-year, University-Wide Mentor Program that is designed to support them as they begin to engage as teachers, scholars, and citizens of the university and greater community and begin to adjust to their responsibilities as faculty. Colleges and/or units provide additional discipline-specific, and unit- and/or college-specific mentoring. All new faculty are strongly encouraged to begin immediate participation in the University-Wide Mentor Program regardless of appointment date.

The role of a faculty member involves an interlocking set of responsibilities to students, to colleagues in both the institution and the wider profession, to the institution itself and its surrounding community, to the advancement of knowledge and understanding in the faculty member's field, and to the ideals of free inquiry and expression. Normally, these are articulated as the areas of teaching (Regular Faculty) or professional effectiveness (Library Regular Faculty), scholarship and creative activity, and service, as outlined in the Administrative Manual, Chapter 4 Faculty Personnel Policies, Sections 2.9.1-2.9.2.

Each unit shall establish expectations, in writing for all its faculty, in the areas of teaching (for Regular Faculty) or professional effectiveness (for Library Regular Faculty), scholarship and creative activity, and service based on disciplinary standards and best practices and unit, college and university goals and work. Teaching (for Regular Faculty) or professional effectiveness for (Library Regular Faculty), scholarship/creative activity, and service are included in each faculty member's workload. For both Regular Faculty and Library Regular Faculty, these unit expectations will be approved by the unit faculty, unit head, and the dean.

#### Regular Faculty

The primary responsibility of faculty is excellent teaching [as described in the [Administrative Manual, Chapter 4, Section 2.9.1.A](#)]. Effective teaching must be documented by: a) self-evaluation, b) peer evaluation, and c) student evaluations. Evidence of effective teaching is a significant factor in contract renewal, tenure, promotion, and salary increment decisions. Units should periodically review and clarify course expectations of students. Appropriate course expectations, pedagogies, and assessment vary, depending on the discipline, course level and class size.

#### Library Regular Faculty

The primary responsibility of Library Regular Faculty is professional effectiveness [as described in the Administrative Manual, Chapter 4, Section 2.9.2.A]. Evidence of professional effectiveness is a significant factor in contract renewal, tenure, promotion, and salary increment decisions. Evaluation of professional effectiveness will be on the basis of the judgment of colleagues and/or those who are instructed or served.

### **A. Teaching and Professional Work**

#### Regular Faculty: Workload

Normally, within a full-time load, the expectation for teaching shall be 9 credits per semester. Evidence of effective teaching is significant in decisions on tenure, promotion, and salary increments. Each unit, with the approval of its dean, shall determine the number of courses that are required when any or all of the courses are other than three credits. Each unit, with the approval of its dean, shall also determine equivalencies of studios, labs, rehearsals, team-teaching, distance education, supervision of theses or student research, clinical or internship supervision, independent study or reading courses, teaching extraordinarily large classes, and other such formal teaching activities. Normally, no more than three different course preparations will be required of any faculty member in any semester.

#### Library Regular Faculty: Workload

The expectations for Library Regular Faculty are particular to each position, detailed in position description documents approved by the dean. Normally, within a full-time load,

professional work assignments combine with scholarly/creative activities and service in 12-month appointments to equal full-time appointment.

**B. Scholarly/Creative Activity** (*formerly called Professional Activity*)

All Faculty

Within a normal full-time load, all Regular Faculty, [as described in the Administrative Manual, Chapter 4, Section 2.9.1.B], including Library Regular Faculty [as described in the Administrative Manual, Chapter 4, Section 2.9.2.B], are expected to engage in basic, applied or pedagogical scholarship or creative activity as determined by the unit, college, and profession. Evidence of scholarship or creative activity is significant in decisions on tenure, promotion and salary increments. A variety of activities are considered appropriate for accomplishing these objectives and such activities are significant in decisions on tenure, promotion, and salary increments. Faculty scholarship or creative activity is generally acknowledged to be an important indicator of professionalism. Such activities not only sustain academic vitality but also promote student involvement, and activity that is desirable in the undergraduate and graduate education experiences. Methods of maintaining and updating professional competencies may include, but are not limited to, publications, presentations, performance, grant writing, scholarly or creative activity with students, and participation in professional meetings, institutes, and workshops. Enrollment in graduate courses may be especially important to those individuals lacking the terminal degree.

**3.01 C. Service**

All Faculty

In addition to teaching and scholarly/creative activities within a normal full-time load, all Regular Faculty [as described in the Administrative Manual, Chapter 4, Section 2.9.1.C], including Library Regular Faculty [as described in the Administrative Manual, Chapter 4, Section 2.9.2.C], are expected to engage in service as determined by the unit, college, and profession. Service may include participating in unit, college or university activities that support the operation and mission of the unit, college or university, the profession, and/or the community. Evidence of service is significant in decisions on tenure, promotion, and salary increments.

1. **Service to the Unit**

Faculty members' contributions to the unit may include unit committees and leadership activities, design and implementation of curriculum, the maintenance of facilities and equipment, the preparation of unit-related grant proposals, etc.

2. **Service to the College and University**

GVSU operates under a shared governance model. Faculty members serve through election or appointment to college and university committees. A listing of current committees and the members on each committee will be posted on the Faculty Governance website. Service may also include participating in college or university activities that support the mission of the university or college.

3. **Service to the Community and/or the Profession**

Faculty members are also responsible for contributing to their profession and/or their community. Community service and service to the profession involves the engagement of a faculty member's professional expertise. Community service includes, but is not limited to, engaging in community outreach, acting as a board member in a community based organization, participating in public service programs, and volunteering your services as a consultant on community projects when representing the University. Service to the profession includes leadership and or committee roles in professional organizations.

Each unit and the library must establish its own standards and criteria for evaluation [as described in the Administrative Manual, Chapter 4, Section 2.9.1.C and Section 2.9.2.C].

**D. Area of Significant Focus**

Regular Faculty

In their annual Faculty Activity Plan (see 3.02.A. below), every Regular Faculty member shall propose a significant focus beyond the expectations established by the unit in the areas of teaching, scholarship/creative activity, and service. The significant focus will be reviewed and approved by the unit head and dean. This focus shall require approximately the same amount

of time as teaching a 3 credit hour, or standard course per semester; it shall not have been counted as part of the expected teaching load or have been compensated externally or additionally. Faculty members should confirm that their Significant Focus of activity is consistent with their unit's and college's expectations for tenure and promotion.

#### Library Regular Faculty

Library Regular Faculty may optionally negotiate a temporary adjustment to their normally assigned expectations established by the unit in the areas of professional effectiveness, scholarship/creative activity and service in a given year to take on a proposed area of significant focus. This significant focus will be reviewed and approved by the dean. Faculty members anticipating review for personnel action, and especially action for tenure and promotion will want to ensure that their significant focus of activity is consistent with their unit's and college's expectations for tenure and promotion.

### **3.02 Faculty Planning: Faculty Activity Plans and Faculty Activity Reports**

Grand Valley State University uses a two-part faculty planning process. The first part of the process involves each faculty member consulting with their Unit Head and putting together a prospective Faculty Activity Plan (FAP) that outlines their anticipated activities and significant focus for the next calendar year. The second part involves filling out a retrospective Faculty Activity Report (FAR) to document how much of their FAP they were able to complete. The purposes of this planning process are to allow faculty members to develop individualized activity plans that reflect various career stages and interests, to help tenure-track faculty make positive progress towards tenure, to encourage all faculty to continue to be reflective about their roles at the university, and to provide a more objective basis for salary adjustments. (See Section 3.06.A.5 below, [summary chart](#), and Chapter 4, Section 2.10.5 D of the Administrative Manual)

#### **A. Faculty Activity Plan (FAP)**

Faculty members plan their teaching, scholarship, and service activities a year at a time and share them with their Unit Head for advice and agreement. By **October 1** of each year, faculty members shall prepare and submit Faculty Activity Plans (FAPs) for the calendar year ahead (the coming winter and following fall semesters), indicating the courses they are prepared to teach, the service activities (including reassigned time) in which they may engage, and the expected outcomes of their Significant Focus (see 3.01.E above). The Unit Head will collect and review the FAPs and will hold individual discussions with each untenured faculty member. When both Unit Head and the faculty member are satisfied that the proposed FAP is realistic and consistent with unit and college expectations, the Unit Head signs it and makes it available to the unit. If modifications to the FAPs of either tenured or untenured faculty are needed as the year progresses, the faculty member discusses necessary changes with the Unit Head and edits the FAP to reflect approved changes. At the close of the calendar year all FAPs will be appended to the corresponding year's Faculty Activity Reports (see Section 3.02.B. below).

#### **B. Faculty Activity Report (FAR)**

Faculty members shall prepare and submit current vitae along with Faculty Activity Reports (FARs) for the preceding calendar year not later than **February 1** of each year. The FAR lists the courses that were taught, details the service (including reassigned time) that was performed, and explains the outcomes of the Significant Focus. Each year's FAR should discuss how much of the work anticipated in the corresponding FAP was able to be completed and explain any additional work performed. The Unit Head will collect the vitae and FAR, append to it the corresponding FAP, and distribute the three documents to the unit for peer review. The compiled results of the peer review and Unit Head's evaluation form the basis of the annual discussion between Unit Head and faculty to set salary. These documents also are used cumulatively to inform tenure and promotion decisions (see Sections 3.05.B and 3.06.A.5 below).

The policy for extending probationary appointments by pausing the tenure clock can be found in the [Administrative Manual, Chapter 4, Section 2.7.2.](#)

### **3.03 Faculty Teaching Requirements (Selected)**

#### **A. Absence from Class**

Faculty members are responsible for meeting all classes for which they are scheduled. If faculty members are absent from teaching responsibilities due to illness, they should notify their unit heads and arrange for their students to be so informed at the beginning of the scheduled class meeting.

In those cases where absences can be anticipated, approval for such absences must be obtained from the unit head and the Dean. The faculty members are then responsible for arranging for substitutes or otherwise covering their teaching assignments.

#### **B. Change of Instructor, Time, or Place of Meeting**

Change of instructor, time, or place of meeting for a scheduled class may be made only with the approval of the unit head and the Dean of the College. The office of the Dean of the College sends changes to the [Records Office](#) where a current master schedule is maintained.

#### **C. Information Given at First Class Meeting**

1. A syllabus.
2. The title, department, and number of the course.
3. Prerequisites to the course, if any.
4. The name, office number, and office hours of the instructor offering the course.
5. An explanation of policy relative to student absences.
6. The objectives and requirements of the course.
7. The basis for grading in the course.
8. The texts and/or laboratory supplies required for the course.
9. Date and time of final examination (from published exam schedule)

#### **D. Office Hours for Student Conferences**

Members of the faculty are expected to post and maintain adequate office hours.

#### **E. Selection of Textbooks**

Faculty members are responsible for submitting information on textbooks and other required material for their courses when such information is requested from the [University Bookstore](#).

### **3.04 Professional Ethics**

The University recognizes that membership in the academic profession carries with it special responsibilities and that the University bears a responsibility for articulating and maintaining ethical standards. The University normally handles questions concerning propriety of conduct internally by reference to either faculty committees convened to review particular infractions or to standing committees such as a college personnel committee.

#### **A. Human Subjects Review**

All projects within Grand Valley State University involving research on human subjects require review and approval by the Human Research Review Committee. To view the procedure for review and approval, go to the [Research Protection Program website](#).

#### **B. Animal Research**

Grand Valley State University (GVSU) policy and federal law require a review of research projects for humane treatment and judicious use of vertebrate animals. Vertebrate animals include wild, captive, domestic, and laboratory fish, amphibians, reptiles, birds, and mammals. At GVSU, this review is conducted by the GVSU Institutional Animal Care and Use Committee (IACUC). Principal Investigators must obtain approval from the IACUC before initiating any research, testing or instructional project involving the use of vertebrate animals. To view the procedure for gaining approval, see the information at the [Research Protection Program website](#).

**C. Grand Valley State University Policy and Procedures for Handling Allegations of Misconduct in Research**

“Misconduct in science” means fabrication, falsification, plagiarism, or other practices that seriously deviate from those commonly accepted within the research community for proposing, conducting, or reporting research. Grand Valley State University has established and abides by uniform policies and procedures for investigations and reporting instances of alleged or apparent misconduct involving research, training, or related research activities. To view the policies and procedures, go to the [Research Misconduct Procedures link](#).

**D. Professionalism in Professor-Student Relationship**

Each faculty member is expected to respect the confidential nature of the professor-student relationship and avoid any exploitation of students for private and/or professional advantage. In keeping with its responsibility to provide a congenial atmosphere in which all students have an equal opportunity to learn, the University disapproves of and seeks to eliminate discriminatory behavior directed against individuals. Such behavior, which may take the form of statements, jokes, examples, and illustrations that reveal stereotypic and discriminatory attitudes, is considered inappropriate.

**E. Outside Employment**

Since faculty and staff members are required to fulfill their responsibilities completely and effectively, any outside employment which a faculty or staff member wishes to undertake must be approved in advance by the appointing officer.

Faculty members should annually review the nature of any outside employment with their unit head. In addition, teaching at other colleges should have the prior approval of the unit head.

Information about faculty obligations and Rights in published material, inventions and secret processes, the Oath of Teachers, and Research Integrity can be found in *Chapter 4, Section 1.10 of the Administrative Manual*.

**3.05 Faculty Evaluation Procedures:**

**A. Written Performance Expectations**

Each unit will develop written performance expectations (for contract renewal, tenure, promotion, and sabbatical leave) of all unit faculty as appropriate to various ranks. These expectations should be specific to the disciplinary focus of the unit but compatible with the performance expectations of all faculty as expressed in the Faculty Handbook and of the college/school in which the unit is housed.

**B. Faculty Activity Reports and Faculty Activity Plans**

Annually, by **October 1**, each faculty member will prepare a Faculty Activity Plan (FAP) for the next calendar year and by **February 1** submit the Faculty Activity Report for the preceding calendar year. These documents should address how his/her activities and achievements comply with the general expectations of the unit, college/school, and the university. The Faculty Activity Plans and Faculty Activity Reports will be reviewed by the unit head and the dean of the college (or by a designee of the dean) for consistency with unit and college expectations and be made available to the unit faculty members.

**C. Student Course Evaluations**

Normally, student evaluations of each course are completed each semester.

**D. Peer Evaluations**

See the process identified in [Chapter 4, Sections 2.3 to 2.10 of the Administrative Manual](#).

**E. Collegiality**

1. Collegiality in an academic evaluation context is generally understood as civility, mutual respect, or as a court decision defines it, "the capacity to relate well and constructively to the comparatively small bank of scholars in whom the ultimate fate of the university rests."
2. Collegiality does not refer to one's view of another's social skills or position on controversial issues, which are not appropriately part of the evaluation process. Nor is

collegiality a fourth, separate evaluation criterion at Grand Valley. Only the three criteria specified in the General Personnel Policies are appropriately part of the evaluation process; however, collegiality can be relevant as a qualitative standard applied to those three criteria. For example, a faculty member's sharing an innovative teaching method with colleagues, assisting another with a scholarly project, and participating in University functions are positive examples of collegiality that are related to the evaluation criteria of teaching effectiveness (for regular faculty) or professional effectiveness (for Library regular faculty), scholarly/creative activity, and service, respectively.

See the Collegiality Policy Statement in the Grand Valley Manual [[GV Manual](#)]

#### **F. Contract Renewals, Promotion and Tenure Decisions**

The process for personnel evaluations for contract renewals, promotion, and tenure decisions is outlined in the [Administrative Manual, Chapter 4, Sections 2.3 to 2.10](#).

The unit head or designee(s) refers to the member or members designated by the unit to carry out the personnel review process, as specified in the [Administrative Manual, Chapter 4, Section 2.10.7 A](#).

Evaluation Principles. The evaluation process is designed to create an open, uniform, and equitable procedure for the review of faculty by their peers. The central principle of this process is to have an informed, candid, and open, job-related discussion of the candidate in a unit meeting followed by a unit vote and written recommendation. This is accomplished by the following steps given in outline form (specific details for each step are in the relevant sections):

1. The submission by the unit head and the candidate to the unit of materials necessary for the action under consideration, including relevant Faculty Activity Plans and Faculty Activity Reports.
2. An agenda for a unit meeting based on the candidate's review materials and unit regular faculty's input after review of the candidate's materials. This input should address both the candidate's achievements and the writer's concerns as to how the candidate has addressed the criteria for review.
3. A unit meeting where the strengths and weaknesses of the candidate are discussed followed by a unit vote on the personnel action. The first motion for a vote on the personnel action under consideration is for the action (for renewal, for promotion, or for tenure).
4. A unit recommendation prepared after the unit meeting based on the discussion and written comments. This recommendation is submitted to the dean.
5. A review of the unit action by a College/Library Personnel Committee whose role is to:
  - a. ascertain whether the unit has followed the procedures for contract renewal, etc.
  - b. ascertain whether the unit has adequately discussed all the issues raised by the individual unit regular faculty of the unit about the candidate under discussion.
  - c. determine whether substantive issues require the Committee to contradict the unit's recommendation.
  - d. in the absence of a valid vote by the unit to make a recommendation based on its own judgment.

Evaluation Procedure Flow Chart.

A Flow Chart of the evaluation procedure is available in [Appendix I](#).

#### **3.06 Faculty Annual Salary Adjustment Program**

Each year the Faculty Salary and Budget Committee (FSBC) recommends to the University Academic Senate (UAS) how funds, as available for faculty salary increases, are to be administered. The document wherein the resulting salary increase process is described is titled the Faculty Salary Adjustment Program. It is distributed to teaching members of the faculty during the initial stages of the process, usually by the end of the winter term.

The pool of available funds each year is characterized as a percent of current faculty base salaries, i.e.,  $X.X\%$  in the "generic" copy.



Questions about the process should be directed to your unit head. Suggestions for the improvement of the process should be communicated to your college's representative on the Faculty Salary and Budget Committee as early as possible during the Fall Semester. The Committee considers revisions each year.

**A. Faculty Salary Adjustment Program**

The Board of Trustees approves annually an increase in funds available for salary increments.

1. **Fund Allocation.**

- a. 15% of the total increment funds available are retained by the Provost for special salary adjustments. All of these funds will be expended for these purposes.
- b. 85% of the total increment funds available are allocated to the appointing officers.  
The current appointing officers are:  
Dean of the Seidman College of Business  
Dean of the College of Community and Public Service  
Dean of the College of Education  
Dean of the College of Liberal Arts and Sciences  
Dean of the Padnos College of Engineering and Computing  
Dean of the College of Health Professions  
Dean of the Kirkhof College of Nursing  
Dean of the Brooks College of Interdisciplinary Studies  
Dean of the University Libraries

2. **Range of Salary Adjustments**

Recommendations for individual salary adjustments to the Provost must fall within the following ranges. These ranges are based on performance over the past academic year.

- a. Less than satisfactory performance: 0 to 55%.
- b. Satisfactory performance: 70% to 100%.
- c. Exemplary performance: 105+%.

In addition, the Appointing Officer may also make a request for a special salary adjustment (see 3.c below) to the Provost. Adjustment by the Provost can result in individual salary increment percentages, based on the total increment funds, being higher for certain individuals.

3. **Guidelines for Increments**

- a. Appointing officers are required to recommend salary adjustments to the Provost. The appointing officer will consider the summary of peer evaluations as the most important factor in determining the recommendation for salary adjustment.
- b. The Provost will consider individual salary adjustment problems that cannot be resolved within an appointing officer's allocation. Appointing officers must prepare written justification to support such requests.
- c. The funds retained by the Provost (15% of total increment funds) are intended to address outstanding performance, extraordinary circumstances, and market conditions. These are allocated based on written requests from appointing offices for salary adjustments that cannot be resolved by the appointing officers allocation and cases identified by the Provost which require special adjustment. In making these adjustments, the Provost should consider salary compression as an important factor. Promotional increments are not included in these funds.

4. **Evaluation Criteria.** Evaluation criteria for faculty performance reviews are specified in the [Administrative Manual, Chapter 4, Section 2.9.](#)

5. **Unit Peer Evaluation**

Peer evaluation is part of the salary adjustment process.

- a. Every member of a unit will be given the opportunity to evaluate his/her colleagues based on the evaluation criteria unless a two-thirds majority of the faculty vote each year to waive that option. This decision must be communicated in writing to the appointing officer.



- b. The Unit head will collect relevant Faculty Activity Plans, Faculty Activity Reports, and current vitae not later than February 1. The faculty member is responsible for submitting these materials in a timely manner to permit peer evaluation to take place.
- c. The unit head is responsible for distribution of these materials corresponding to the evaluation criteria in a timely manner to enable peer evaluation to take place.
- d. The unit head shall summarize peer evaluations and forward such summary to the appointing officer. However, unit faculty peer evaluations of the unit head shall be sent directly to the appointing officer.
- e. If peer evaluation does not take place, the unit head shall evaluate each faculty member against the evaluation criteria and transmit a recommendation to the appointing officer.

6. **Communication with faculty**

The determination of recommended salary ranges will ordinarily be completed by the end of the winter semester/term. However, the actual dollar amount of the range may not be determined by that time.

- a. Unit heads must communicate salary adjustment ranges and a summary of performance in writing to each faculty member by the end of the winter semester. The written performance summary will include the unit head's summary, in writing, of the peer evaluations (or the unit head's recommendations if peer evaluations are not done). The written performance summary will also discuss the faculty member's performance in teaching, scholarship, and service as reflected in the FAP and FAR, and will, for tenure-track faculty who are untenured, address any departmental concerns regarding contract renewal, tenure, and promotion. The unit head will also discuss each faculty member's performance for the past year in a personal meeting held ordinarily by the end of the winter semester/term.
- b. Appointing officers are required to see that faculty members are advised of their recommended salary adjustment and this recommendation should be communicated to faculty by the end of the winter semester/term.
  - i. For tenured faculty members, written justification is not required for recommendations within the satisfactory range. However, appointing officers must prepare a written justification to the Provost to accompany salary adjustment recommendations in the ranges for "less than satisfactory performance", "exemplary performance," and "special salary adjustments." A copy of the justification for these adjustments needs to be provided to each affected faculty member ordinarily by the end of the winter semester/term.
  - ii. For tenure-track faculty members who are untenured, written justification is required for recommendations in all ranges. Appointing officers must provide a written justification to the Provost to accompany all salary adjustment recommendations, a copy of which needs to be provided to each faculty member ordinarily by the end of the winter semester/term.
- c. If the actual dollar amount of the increment is known at this time, this will also be communicated by unit heads. This is in addition to, and does not replace, the annual salary letter.
- d. The annual salary letter will communicate both the percent and actual dollar amount of the salary adjustment, including a breakdown by category of adjustment (merit, promotional increment, and special salary adjustments). This letter will be mailed to faculty when the actual dollar amounts are known.
- e. The annual salary letter will also communicate both the percent and actual dollar amount of the total faculty salary adjustment as compared to the previous year.

7. **Appeals.**

Faculty who disagree with the salary adjustment may appeal using pertinent supporting material according to the procedure specified in the [Administrative Manual Chapter 4, Section 2.18.](#)

8. **Promotional increments.**

As provided in the [Administrative Manual Chapter 4 Section 2.20.5](#), faculty who are promoted shall receive, in addition to their regular salary increase, the indicated promotion increment or no less than the minimum of the salary range of the new rank if

the combination of the regular increase and the promotion increment fall below the minimum.

Promoted to:

Assistant Professor	\$1,000
Associate Professor	\$3,500
Full Professor	\$5,000

**3.07 B. Faculty Compensation Schedule 2016-2017** *[Provided by Human Resources]*

Tenure Track Faculty

Professor	\$74,300
Associate Professor	\$59,600
Assistant Professor	\$50,100
Instructor	\$41,500
Librarian	\$45,300
Affiliate	\$40,000

The objective of the University's compensation program is to attract, retain, motivate and reward faculty fairly, equitably and competitively. The University is committed to fair and equitable compensation that compliments the responsibilities of the position and the performance of the incumbents.

Compensation rates are set based on market data for similar positions within regional and/or national markets with sensitivity to internal equity. Faculty positions have a minimum range only. Market averages are provided annually to each appointing officer for each discipline by rank.

**3.08 Reporting Questionable Payroll Deductions.**

If a faculty member believes that the University has made an impermissible deduction from his or her pay, they should immediately report the matter to Human Resources. The University will investigate the matter and, if the deduction was improper, the University will promptly make a reimbursement and will take steps to ensure that improper deductions are not made in the future. The University will not retaliate against the person who makes a complaint under this policy.

**3.09 Continuation of Benefits.**

The [Benefits Office](#) must be notified of any change in status, including eligibility for coverage under a new employer, within 31 days of the event.

Faculty (regular tenured/tenure-track, affiliate and visitor) who complete a full academic year, through the end of the winter semester, will retain their benefit coverage until the earlier of the date eligible for coverage under a new employer or August 5 of the calendar year in which they separate from service.

Benefits for Faculty who complete a partial academic year prior to separating from service will be terminated as of their date of separation from the University.

Benefit coverage noted above includes the following benefits: Medical, Pharmacy, Dental, Health Flexible Spending Account, Vision, Life, Supplemental Life and Long Term Disability and supplemental retirement deferrals.

Salary Deferral

Those faculty members on salary deferral (12 month pay option) who complete the academic year will continue to receive their salary through August 5 of the year in which they separate from service. Upon written notice faculty can request a lump sum payout of their salary deferral balance. The amount will be taxed based on the Federal tax rates applicable to lump sum payouts.

Effective Date

The revised policy is effective for those faculty members who separate from service beginning with the 2005-06 academic year. The continuation of salary deferral will be effective with the 2006-07 academic year.

### **3.10 Guidelines for Implementing Reduction in Faculty Due to Changing Enrollment Patterns**

*(Approved by UAS, April 20, 1984)*

The following guidelines should be followed for any reduction in workforce. See [Administrative Manual, Chapter 4, Section 2.15 Reduction in Force](#) for additional information.

- A. Role of the Unit  
The unit is evaluated with respect to the University's role and mission, and the University curriculum, as well as its relationship to other programs in the region and state.
- B. Enrollment History  
The enrollment history is evaluated on the basis of a list of the full-time equivalent students (FTES) taught by the unit.
- C. Efficiency  
In addition to the student/faculty ratio, both cost per student credit hour and teaching load are examined.
- D. Number of Majors  
The number of majors for a unit reported for each year is reviewed.
- E. Service Factor  
The service factor measures the dependence of other collegiate units on the one being evaluated. This evaluation is based on the number of credits taught by the unit to majors not their own (balance of trade) as well as by an examination of general education and cognate requirements.
- F. Professional and Community Contributions  
The professional and community contributions by the unit are considered. Sources of such information include unit evaluations, consultant reports, and departmental records.
- G. Future Demand  
The future demand for the unit is a judgment based on the impact of additions, deletions, or modifications in programs. In addition, changes in institutional need and external conditions will be considered.

All data to be provided by the [Office of Institutional Analysis](#).

### **3.11 Family and Medical Leave Policy** *[As approved by the Senior Management Team]*

The Family and Medical Leave Act will be followed in approving a leave of absence. Information about the Family and Medical Leave Act can be found in the [Grand Valley Manual](#).

- A. Maternity Leave Policy  
Under the Pregnancy Discrimination Act (PDA), a pregnancy will be treated the same as any other "disability". The Family and Medical Leave Act (FMLA) will be followed in approving a leave of absence. Information about the Family and Medical Leave Act can be found in the Grand Valley Manual. Additional information about the Maternity Leave Policy can be found on the Human Resources website. See <http://www.gvsu.edu/hro/time-offleaves-122.htm>.
- B. Adoption Leave Policy  
The Family and Medical Leave Act (FMLA) will be followed in approving a leave of absence. Information about the Family and Medical Leave Act and the Adoption Leave Policy can be found in the Grand Valley Manual.
- C. Military Family Leave Policy  
The Family and Medical Leave Act (FMLA) will be followed in approving a leave of absence. Information can be found in the Family and Medical Leave Act in the Grand Valley Manual.

### **3.12 Partner Accommodation**

Dual career couples have emerged as an important recruitment issue in higher education. The job prospects for both partners are often seriously considered when academic couples weigh career opportunities. Grand Valley State University has responded to the increasing incidence of dual career partners through the actions described below.

*Higher Education Recruitment Consortium:* GVSU is a member of Michigan HERC.

HERCs are formal organizations of area colleges that provide a list of open positions for a geographic area.

*Human Resource Office Assistance:* Grand Valley's Human Resource Office can provide assistance with identifying opportunities, preparing resumes, and interview preparation for a relocating partner.

*Temporary Appointments:* GVSU utilizes several kinds of temporary faculty appointments. These include visiting faculty (one-year contract that is renewable up to three years), part-time instructors (per class basis), and affiliate faculty (normally, a three-year renewable appointment). A qualified academic partner can be appointed to one of these positions, although the university does not guarantee such an appointment. The unit receiving the appointment must agree to the accommodation.

*Open Faculty Positions:* In accordance with state law, federal law, and GVSU's commitment to faculty governance, the university uses inclusive, non-discriminatory, open recruitment and hiring practices. If an academic partner is qualified for an open tenure-track position, he/she must participate in the normal hiring process unless either the Provost or the President approve otherwise.

*Shared Positions:* The University will consider arranging a shared position. In this type of appointment, partners share a tenure-track position with defined responsibilities for teaching, research, and service. The shared position must total at least 100 percent of a full-time position. This form of accommodation works best for two faculty members in the same or closely related disciplines.

*Creation of a New Position:* The creation of a position for a partner is at the discretion of university administration, normally with consultation with the appropriate unit head and dean. Funding for such positions is determined by the Office of the Provost.