About GVSU

UNIVERSITY VALUES, VISION, AND MISSION

BOT 1.1 - 1.3

Date of Last Update:
March 31, 2022

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

1.1. Vision: Grand Valley State University will prepare globally-minded citizens for the future they face and the communities they shape. Our community of educators will create and employ innovative approaches to liberal education and professional programs that center on and prepare students for a lifetime of continual learning and growth.

1.2. Mission: At Grand Valley State University, we empower learners in their pursuits, professions, and purpose. The University enriches society through excellent teaching, active scholarship, advancement of equity, and public service.

1.3. Values:

Innovation: puts ideas into practice, drives us towards excellence, and represents our forward-thinking mindset. We value entrepreneurship, risk taking, and interdisciplinary collaboration that solves local, regional, and global problems and advances the common good. Integrity: drives us to be accountable to ourselves and to others.

Integrity: moves us to actively pursue and sustain quality educational experiences rooted in research and evidence, and to be excellent stewards of our communities, resources, and planet.

Inclusive and Equitable Community: fosters and sustains a sense of belonging, promotes diversity and respect, and addresses systemic issues that impact outcomes for those who have been historically excluded from higher education. Inclusion and equity are experienced through our physical campuses and in digital environments, as well as our interpersonal,

institutional, and community engagements.

Inquiry: encourages active questioning and problem solving to improve lives and strengthen communities. Building on our strong foundation of a liberal education and commitment to teaching excellence, we strive to provide opportunities that integrate theory and practice towards personal transformation and career success. Active scholarship, creative expression, and relevant co-curricular experiences drive learners towards fulfillment, prosperity, and justice.

International Perspectives: simultaneously support people, planet, and prosperity. We think and act on a global basis. Our efforts at supporting the well-being of individuals, groups, and ecosystems are important locally, nationally, and globally—all of which are interconnected and interdependent.

PRESIDENT'S OFFICE AND ADMINISTRATIVE STRUCTURE

BOT 2.1 - 2.7

Date of Last Update:
October 18, 2024

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY STATEMENT

2.1 President's Appointment and Duties. The conditions of appointment, duties, and authority of the President may be found in Article VI of the Bylaws of the Board of Trustees.

2.2 Organization. In implementing the executive role, the President will develop an administrative organization consistent with the following principles.

2.2.1 Functions, tasks, and/or activities, whether continuing or nonrecurring, will be delegated to responsible individuals or groups as circumstances may dictate.

2.2.2 Authority commensurate with the responsibility will be delegated to ensure accomplishment of work objectives, including contract authority consistent with Board

policy.

2.2.3 Lines of authority will be established to ensure accountability, although ultimate responsibility remains with the President.

2.2.4 The resulting organization will be continuously evaluated in terms of overall effectiveness, efficiency, and performance relative to reasonable objectives.

2.2.5 The President oversees all areas of activity within the institution, aided by the ten vice presidents: the Provost/Executive Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Finance and Administration, the Vice President and Chief Public Affairs and Communications Officer, the Vice President for Development, the Vice President/Chief Strategy Officer/Chief of Staff to the President, the Vice President for Enrollment Development and Educational Outreach, the Vice President for Information Technology and Chief Digital Officer, the Vice President/Chief Executive of GVSU Omni, and the Vice President for People, Equity and Culture. The General Counsel is a member of the President's leadership team.

A chart of the current organizational structure with executive officer assignments shall be maintained by the President's Office.

2.3 Assignments in the President's Office. The President reserves the right to line authority over certain University matters. The numbers of these matters are not fixed and may vary over time depending upon institutional needs. The President's Office will have staff directly responsible for one or more of these matters.

2.4 Legal Affairs. Within the President's Office, the Office of General Counsel is responsible for proactively supporting the university's mission through development of sound legal practices, provision of legal advice and assistance, and assurance that all legal affairs of the university are properly handled through effective risk management. This office shall be the coordinating office for Freedom of Information Act requests.

The President or designee will contract for any legal services that may be necessary in the conduct of the affairs of the University, which includes the President's authority to institute such legal proceedings as may be necessary for the proper conservation of assets or the protection of interests of the University. The coordination of these services will be in one administrative office to ensure maximum efficiency.

2.4.1 Indemnification. It is the policy of Grand Valley State University to support its Board members, offices, faculty, and staff in the reasonable and proper performance of

their official duties, and to support students and volunteers when performing services on behalf of or under the direction of the university. Should university personnel become involved in litigation because of such duties, the university will assume their defense, provide legal counsel, and satisfy resulting judgments against them.

2.5 Educational Innovation and School Services. The University has a long-standing tradition and commitment to providing quality education for students. As part of this mission, the Board of Trustees seeks to impact public K-12 education by fostering choice in K-12 education through the authorization of charter schools. Educational Innovation and School Services includes the charter schools office that enhances student learning by providing regulatory oversight, and support to the charter schools authorized by the University; and, GV NextEd Accelerator that accelerates new, sustainable initiatives that impact the broader educational community.

2.6 Campus Interfaith Resources. Campus Interfaith Resources fosters understanding and engagement of the diverse religious, spiritual and secular identities of our students, faculty, staff and community through the delivery of education, programs, and services. The office's purpose is to support individuals in developing integrated lives and to promote social justice by cultivating an inclusive campus climate that promotes interfaith engagement, dialogue, and understanding.

2.7 Sylvia and Richard Kaufman Interfaith Institute. The mission of the Sylvia and Richard Kaufman Interfaith Institute is to promote understanding and acceptance among all religious faiths and perspectives, in the community and on campuses. This is accomplished through conferences, events, partnerships and relationships that bring people together to dialogue and learn mutual respect.

ACADEMIC AFFAIRS

BOT 3.1

Date of Last Update:
July 11, 2024

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY

3.1 Academic Organization

3.1.1 Academic Colleges

The table of organization indicates eight colleges under Academic Affairs: College of Liberal Arts and Sciences, Seidman College of Business, College of Computing, College of Education and Community Innovation, Padnos College of Engineering, College of Health Professions, Kirkhof College of Nursing, and Brooks College of Interdisciplinary Studies. Each college is headed by a dean. They are the appointing officer for that college.

3.1.2 Library

The library's primary goals are to: 1) unify content and provide intuitive access to information resources; 2) develop robust outreach and instruction programs to support teaching and learning of students and faculty; 3) build programs to support new models of scholarly dissemination; 4) build sustainable collections that respond to emerging models and support the university community needs; 5) optimize library space; and 6) offer high-quality library services

---

ACADEMIC POLICIES

BOT 3.3

Date of Last Update:
June 25, 2021

Approved By:

- Board of Trustees

Responsible Office:
Office of General Counsel

POLICY

3.3 Academic Policies

3.3.1. 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.

3.3.2. 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 examination. 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.

NON-RETALIATION POLICY FOR FACULTY AND STAFF

SLT 3.3.1

Date of Last Update:
April 30, 2024

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY

This policy applies to all employees of Grand Valley State University.

POLICY STATEMENT

A. Policy Statement

Grand Valley State University is dedicated to cultivating a workplace characterized by knowledge, honesty, integrity, respect, professionalism, and safety, free from harassment and discrimination. Upholding these principles is central to our mission, ensuring that all employees feel empowered to report violations or potential violations without fear of reprisal. Recognizing the importance of promptly and thoroughly addressing such reports, we aim to foster trust and accountability within our community.

The University's **Non-Retaliation Policy for Faculty and Staff** strictly prohibits any form of retaliation against individuals who make good faith reports of violations of laws, regulations, or University policies. This protection extends to those who participate in investigations, proceedings, or hearings, as well as individuals requesting accommodations, assistance, or leave under university policy or state/federal law.

PROCEDURES

1. Consultation. Employees experiencing retaliation should consult this Non-Retaliation Policy and other relevant University policies and procedures. While informal resolution is encouraged, formal processes may be necessary. Employees should attempt to address concerns directly with colleagues or supervisors before initiating formal processes. Human Resources offers examples on different avenues to explore to resolve concerns https://www.gvsu.edu/hro/restorative-based-alternative-dispute-resolution-1174.htm .

2. Reporting. Potential violations of the Non-Retaliation Policy can be reported online at https://cm.maxient.com/reporting.php?GrandValley or by contacting the Human Resources Office via email at complaints@gvsu.edu.

3. Intake. Upon receiving a report, a Human Resources Office designee will schedule an intake meeting within five (5) business days to discuss resolution options. Efforts will be made to hold that meeting within ten (10) business days of receiving the report. The reporting party may decline attendance, understanding that it may limit the University's ability to address the reported behavior.4

4. Options for Resolution.

a. Discussion without further action.

b. Utilizing alternative dispute practices. If this occurs, the responding party will be notified of the report and offered the opportunity to begin an alternative dispute resolution process. All parties must enter this process willingly.

c. Formal resolution through investigation or appropriate policy mechanisms.

d. In rare cases of significant disruption or danger to the university community at the determination of the Associate Vice President for Human Resources, or designee, formal processes may be initiated without the reporting party's request. If this occurs, the reporting party will be notified that the matter is being pursued before the responding

party is notifie

5. Notification of Appointing Officer. If options 4c or 4d are pursued, the Appointing Officer will be notified as indicated in the appropriate policy mechanism.

6. Fact-Finding. Additional information may be gathered to determine appropriate intervention. In such instances, Human Resources Office designee will notify the reporting party and responding party that fact-finding is being initiated. The Division of Inclusion and Equity, which coordinates centralized investigations, will appoint a trained investigator to conduct fact-finding. While each investigation is unique, the goal is to resolve this fact-finding within 20 business days from the time the report is assigned to an investigator. Delays will be communicated to both parties.

7. Draft Report. Following fact-finding, a Draft Report summarizing relevant information will be shared with both parties, Appointing Officer and Executive Officer of the responding party, and the Human Resources Office. Both parties have five (5) business days to submit a response to the Draft Report, which will then become part of the Final Report.

8. Decision. The investigator(s) will create a Final Report and determine, based on a preponderance of evidence standard, whether a violation of the Non-Retaliation Policy occurred. The Final Report will be shared with both parties, Appointing Officer and Executive Officer of the responding party, and the Human Resources Office.

9. Action. If a violation is found, appropriate action will be determined by the responding party's Appointing Officer, in consultation with their Executive Officer and a Human Resources representative. The Appointing Officer will communicate their decision to the responding party within five (5) business days of issuance of the Final Report. At the same time, the Human Resources Office will communicate to the reporting party if action is being taken without disclosing the nature of the action.

10. Appeals. Either party may appeal the decision, in writing, within ten (10) business days, citing reasons for appeal.

a. An appeal can only be based on one of the following reasons which must be identified in the initial appeal notice:

i. Whether appropriate procedures were followed.

ii. Whether the decision was supported by evidence.

iii. Whether all relevant information was available at the time of the original investigation.

b. Appeals will be considered by the Associate Vice President for Human Resources, or

designee, with the decision being final.

c. If the Associate Vice President for Human Resources is involved in decision-making at any stage of this process, the Vice President & Chief of Staff to the President, or designee, will handle the appeal.

d. Filing an appeal does not preclude an employee from utilizing the grievance process under a collective bargaining agreement.

e. Written appeals must be sent to complaints@gvsu.edu.

DEFINITIONS

1. **Retaliation** encompasses any action, statement, or behavior intended to punish an individual for engaging in a protected action, including but not limited to:

    a. Filing a report of employee misconduct.

    b. Cooperating with an investigation of employee misconduct.

    c. Seeking assistance or guidance regarding avenues to address misconduct.

    d. Providing assistance or guidance to address misconduct.

    e. Requesting accommodations or a leave of absence.

    f. Providing accommodations, assistance, leave of absence, or guidance regarding misconduct.

    g. Other actions as determined by applicable university policy or state/federal law.

2. Retaliation includes, but is not limited to punishment, victimization, intimidation, adverse action against an employee regarding the terms and conditions of employment, such as termination, demotion, or suspension, as well as related threats of such actions or adverse action and attempts to deter or coerce individuals from seeking a protected action.

3. Good faith refers to the honest belief that the information provided in support of a compliance concern is truthful based on existing information.