

# USC Faculty Senate Proposed Changes to the Faculty Manual

These Proposals will be voted on in the March 1, 2023 Faculty  
Senate Meeting

Proposed Revisions to Section on Leave

Proposed Revisions to Section on Integrity

Proposed Revisions to Faculty Grievance Section

Proposed Revisions on Faculty Appointments

Proposed Revisions to Annual Review

Proposed Revisions to Academic Freedom

## Proposed Revisions to Section on Leave

| Current Text   | Proposed Text   |
|--|---|
| <p><b>LEAVE</b></p> <p><b>ANNUAL LEAVE</b></p> <p>Faculty members employed on less than a twelve-month basis shall not earn annual leave.</p> <p>Faculty members on twelve-month appointment with no stipulation of term and who work at least half-time shall accumulate annual leave at the rate of one and one-quarter days per month of continuous employment. After ten years of service, they shall earn additional annual leave for each year in excess of ten years of service, up to a maximum accrual of thirty days per calendar year. Part-time employees earn annual leave on a pro-rata basis. All time taken off from normal duties must be reported and will be deducted from accrued leave.</p> <p>Faculty members working on grants or contracts and earning annual leave may be required to use all accumulated annual leave prior to the termination of the grants or contracts.</p> <p>Faculty members who change to other than a twelve-month appointment may be required to use all accumulated annual leave prior to the change.</p> | <p>A.2.4 Leave</p> <p>The university offers leave benefits to help our employees maintain a healthy balance between work and home life. Each type of leave has unique eligibility requirements, accrual rates and procedures. For more details, please refer to <a href="#">Time Away from Work</a> and the individual leave policies referenced below.</p> <p>Annual leave</p> <p>Faculty members employed on less than a twelve-month basis shall not earn annual leave.</p> <p>Faculty members on twelve-month appointment with no stipulation of term and who work at least half-time shall accumulate annual leave at the rate of one and one-quarter days per month of continuous employment. After ten years of service, they shall earn additional annual leave for each year in excess of ten years of service, up to a maximum accrual of thirty days per calendar year. Part-time employees earn annual leave on a pro-rata basis. All time taken off from normal duties must be reported and will be deducted from accrued leave.</p> <p>Faculty members working on grants or contracts and earning annual leave may be required to use all accumulated annual leave prior to the termination of the grants or contracts.</p> <p>Faculty members who change to other than a twelve-month appointment may be required to use all accumulated annual leave prior to the change.</p> |

No more than thirty days of annual leave may be used in any calendar year. Upon separation from employment, faculty members shall be paid for a maximum of forty-five days of unused annual leave. See also the *Policies and Procedures Manual*.

### **SICK LEAVE**

Faculty members who are scheduled to work at least half time will be eligible to earn sick leave that accrues at the rate of one and one-quarter work days per month of active employment. Part-time faculty shall earn sick leave on a pro-rata basis. No more than 195 days of sick leave may be accrued; however, no more than 180 days of sick leave may be carried over into a new calendar year. Any faculty members who, prior to January 1, 1969, accrued and carried over unused sick leave in excess of 180 days will not lose the excess leave but will retain that amount of leave which will then become the maximum amount the faculty member may carry over into future years. If the faculty member subsequently reduces the amount of sick leave carried over to 180 days, that amount will become the maximum amount of sick leave the faculty member may thereafter carry over.

Sick leave should be deducted in whole or partial work days. Faculty members must report sick leave taken on any normal work day, even though not scheduled to teach a class on that particular day.

Sick leave may be used for periods of illness, injury, maternity, or medical appointment. If faculty members miss more than ten work days for one of these reasons, they shall submit an application for disability leave to their chair or dean and to the Division of Human Resources. If a period of absence certified by a health care professional exceeds the amount of accrued sick leave, the faculty member may use annual

leave, if available, or apply for leave without

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Sick leave should be deducted in whole or partial work days. Faculty members must report sick leave taken on any normal work day, even though not scheduled to teach a class on that particular day.

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leave, if available, or apply for leave without pay. The request for leave may not be denied for an illness or disability of a faculty member that is certified by a health care professional. The amount of sick leave shall not exceed the time certified by the health care professional. The total period of leave normally shall not exceed 180 work days of leave with pay or 180 calendar days of combined leave with and without pay. In extenuating circumstances and at the discretion of the president or the president's designee, the period of authorized leave may be extended up to a total of 365 calendar days of combined leave.

Faculty members may take up to ten days of available sick leave in each calendar year to care for a member of their immediate family.

Up to six weeks of available sick leave may be used for the adoption of a child, provided the person applying for the leave is the primary care-giver.

Sick leave shall accrue for faculty members on leave with pay.

See also policy [HR 1.06 Sick Leave](#).

pay. The request for leave may not be denied for an illness or disability of a faculty member that is certified by a health care professional. The amount of sick leave shall not exceed the time certified by the health care professional. The total period of leave normally shall not exceed 180 work days of leave with pay or 180 calendar days of combined leave with and without pay. In extenuating circumstances and at the discretion of the president or the president's designee, the period of authorized leave may be extended up to a total of 365 calendar days of combined leave.

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Sick leave shall accrue for faculty members on leave with pay.

See also policy [HR 1.06 Sick Leave](#).

### **Paid Parental Leave**

A faculty member who occupies all or part of an FTE position is eligible for paid parental leave (PPL). Employee in temporary, time-limited, research grant and all other non-FTE positions are not eligible for PPL. There is no service requirement to be eligible for PPL. Employees occupying all or part of an FTE position are immediately eligible for PPL. Eligibility determinations are made as of the date of the qualifying event. If an employee does not meet all eligibility requirements as of the date of the birth, adoption, or foster care they are not eligible for PPL even if they later meet the eligibility requirements. PPL provides either six weeks of paid leave at one hundred percent of the eligible state

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|  | <p>employee's base pay or two weeks of paid leave at one hundred percent of the eligible state employee's base pay. Leave for part-time eligible state employees must be on a prorated basis corresponding to the percentage of hours they are normally scheduled to work. See policy <a href="#"><u>HR 1.08 Paid Parental Leave</u></a> for further detail.</p> |
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## Proposed Revision to Section on Integrity

| Current text  | Proposed text   |
|---|---|
| <p data-bbox="201 850 669 915"><b>INTEGRITY IN RESEARCH AND SCHOLARSHIP</b></p> <p data-bbox="201 961 799 1171">The integrity of university programs requires that faculty eschew misconduct, that allegations of misconduct be resolved justly, and that a person making a good-faith allegation of misconduct not be subjected to recrimination.</p> <p data-bbox="201 1218 799 1654">“Misconduct” in this regard will be defined as serious deviation from accepted standards and practices in proposing, carrying out, or reporting the results of scholarly undertakings, such as fabrication, falsification, or plagiarism; material failure to comply with university, government, or professional requirements for protection of researchers, human subjects, or the public, or for ensuring the welfare of laboratory animals; or failure to meet other material professional standards or legal requirements governing research.</p> <p data-bbox="201 1696 799 1831">Honest error and differences in interpretation or judgment of data do not constitute misconduct. See also the <a href="#">Policies and Procedures Manual</a>.</p> | <p data-bbox="821 300 1377 333"><b>A.1.6 Integrity and professional conduct</b></p> <p data-bbox="821 375 1421 808">The university expects all members of its community to demonstrate an unwavering commitment to the highest standard of excellence and ethical behavior. The Carolinian Creed (see Section 1) represents the aspirational values for faculty members. The <u><i>Employee Standards of Ethical Conduct</i></u> document articulates expectations for the behavior of university employees, highlighting many of the laws, regulations, policies and ethical standards that all employees are expected to follow.</p> <p data-bbox="919 850 1385 884">Integrity in research and scholarship</p> <p data-bbox="821 926 1421 1136">The integrity of university programs requires that faculty eschew misconduct, that allegations of misconduct be resolved justly, and that a person making a good-faith allegation of misconduct not be subjected to recrimination.</p> <p data-bbox="821 1178 1421 1610">“Misconduct” in this regard will be defined as serious deviation from accepted standards and practices in proposing, carrying out, or reporting the results of scholarly undertakings, such as fabrication, falsification, or plagiarism; material failure to comply with university, government, or professional requirements for protection of researchers, human subjects, or the public, or for ensuring the welfare of laboratory animals; or failure to meet other material professional standards or legal requirements governing research.</p> <p data-bbox="821 1652 1421 1787">Honest error and differences in interpretation or judgment of data do not constitute misconduct. See also the <a href="#">Policies and Procedures Manual</a>.</p> |

## Proposed Revisions to Faculty Grievance Section

| Current Text  | Proposed Text  |
|---|--|
| <p><b>ACADEMIC GRIEVANCE PROCEDURES</b></p> <p>There are specific procedures for three types of faculty grievances.</p> <ol style="list-style-type: none"> <li>1. For grievances involving non-reappointment, see “Grounds for Grievance of Non-Reappointment” (below).</li> <li>2. For those involving denial of tenure or denial of promotion, see “Grievance Procedure for Denial of Tenure or Promotion” (below). For grievances involving termination of a faculty member, see “Termination of Faculty for Cause” (below).</li> <li>3. Faculty members dissatisfied with decisions affecting their salaries may forward a documented appeal through their dean to the provost. Only after following this procedure may faculty members refer the matter to the Faculty Appellate Panel.</li> </ol> <p>For grievances or procedures other than those stated in the sections above, including material breaches of special contractual obligations of the university, the faculty member must attempt to resolve the issue at the department level. If a solution cannot be obtained at this level, the redress should be pursued through the offices of dean and provost. If redress cannot be obtained from any of these officers, the faculty member may appeal to the Faculty Appellate Panel.</p> | <p><b>A.6 ACADEMIC GRIEVANCE PROCEDURES</b></p> <p>There are specific procedures for three types of faculty grievances.</p> <ol style="list-style-type: none"> <li>1. For grievances involving non-reappointment, see “Grounds for Grievance of Non-Reappointment” (below).</li> <li>2. For those involving denial of tenure or denial of promotion, see “Grievance Procedure for Denial of Tenure or Promotion” (below).</li> <li>3. For grievances involving termination of a faculty member, see “Termination of Faculty for Cause” (below).</li> </ol> <p>Other grievances include but are not limited to decisions affecting compensation, efforts to compromise academic freedom, and material breaches of special contractual obligations of the university. The faculty member must first attempt to resolve any such grievance at the department level. If a solution cannot be obtained at this level, the redress should be pursued through the offices of dean and provost. Only after following this procedure may faculty members refer the matter to the Faculty Appellate Panel.</p> |

## Proposed Revisions to Faculty Appointments Section

| Current Text                      | Proposed Text   |
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| No current corresponding section. | <p><b>A.3 FACULTY APPOINTMENTS</b></p> <p>A.3.1 Qualifications and requirements</p> <p>Faculty are university personnel who are engaged in research, instruction both inside and outside the classroom, service and/or administration. Faculty can be further classified as having tenure-track, professional-track, or honorific appointments. Faculty titles and qualifications for appointment are described <b>below and in further detail</b> in policy <i>ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions</i>. Tenure-Track appointments are regular, full-time faculty appointments of individuals who typically have an earned doctorate or a terminal degree; <b>see section B</b>. Professional-track faculty are appointed on an annual or multi-year basis. See also policy <i>ACAF 1.16 Professional-Track Faculty</i>; <b>see section C</b>.</p> <p>A visiting faculty appointment is a full-time appointment, usually for no more than two years, of an individual who either has academic rank or high professional status at a different institution or organization and is on leave of absence from their home organization or is qualified for but does not currently serve in an academic position. An individual appointed as an adjunct faculty member serves as an honorary member of the faculty of a department, school, or college. Emeritus titles can be awarded to any tenure-track or professional-track faculty at the time of retirement when formally requested and approved by the chief academic officer of the faculty member's academic unit, the president and the Board of Trustees; <b>see section A.5</b>.</p> |

## Proposed Revisions on Section on Annual Review

| Current Text   | Proposed Text  |
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| <p><b>ANNUAL PERFORMANCE REVIEW, TENURE PROGRESS REVIEW AND POST-TENURE REVIEW</b></p> <p><b>PURPOSE</b></p> <p>The University of South Carolina's mission as a major teaching and research institution is <i>founded on the teaching, research (including creative activities), and service efforts of a strong and dedicated faculty.</i></p> <p>Affirming its commitment to tenure as essential to its mission, the university supports faculty in reaching their maximum professional development and assuring their full contribution to the academic life of the institution.</p> <p>To further these goals, the university adopts annual performance, tenure progress, and post-tenure review policies to recognize and reward faculty for superior achievement, and to assure that each faculty member's contribution to the university through teaching, research/creative activities, and service is at a satisfactory level of performance.</p> <p><b>DEFINITIONS</b></p> <p>Pursuant to the guidelines of the Commission on Higher Education as noted in Best Practices for a Performance Review and for the purposes of this policy:</p> <p>Superior performance means performance that substantially exceeds the expectations of the unit.</p> | <p><b>A.4 Annual performance review</b></p> <p>The University of South Carolina's mission as a major teaching and research institution is <i>founded on the teaching, research (including creative activities), and service efforts of a strong and dedicated faculty.</i> Affirming its commitment to <u>academic excellence</u> as essential to its mission, the university supports faculty in reaching their maximum professional development and assuring their full contribution to the academic life of the institution.</p> <p>To further these goals, the university adopts annual performance review policies to recognize and reward faculty for superior achievement, and to assure that each faculty member's contribution to the university through teaching, research/creative activities, and service is at a satisfactory level of performance. <b>An annual written performance review is required for all tenure-track and professional-track faculty.</b></p> <ul style="list-style-type: none"> <li>• Annually, each faculty member, including tenured faculty and those in departmental administrative positions, must receive a written review that provides specific evaluative information and an administrative assessment of the faculty member's performance in the categories of teaching, research/creative activities, and service. The review should be sufficiently detailed to aid the faculty member in professional growth and development.</li> <li>• The review on teaching must incorporate student evaluations. Peer evaluations will be included for</li> </ul> |

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| <p>Satisfactory performance means performance that meets the expectations of the unit.</p> <p>Unsatisfactory performance means performance, taken as a whole, which fails to meet relevant unit review standards in teaching, research/creative activities, or service.</p> <p><b>OBLIGATIONS OF EACH TENURING UNIT FOR POLICIES ON ANNUAL PERFORMANCE REVIEW, TENURE PROGRESS REVIEW AND POST-TENURE REVIEW</b></p> <p>Each tenuring unit must adopt standards and procedures, including a published calendar of unit deadlines for:</p> <ol style="list-style-type: none"><li>1. An annual written performance review for all tenure track faculty.</li><li>2. A tenure progress review for all untenured faculty, regardless of rank.</li><li>3. A post-tenure review for all tenured faculty, regardless of rank. A post-tenure review for all tenured faculty in administrative positions by their immediate supervisors. Unit chairs will be evaluated by their immediate supervisors in consultation with their units. Written copies of all annual performance reviews, tenure progress reviews, post-tenure reviews and development plans (see Section 5 of “Outcomes in Annual Performance Review and Post-</li></ol> | <p>teaching faculty, <b>regardless of track or rank.</b></p> <p><b>Each academic unit must define its annual performance review procedures, addressing 1) unit schedule for annual performance review, 2) the role of administrative and peer evaluations, and 3) how progress toward unit criteria for promotion and/or tenure is reflected.</b></p> |
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Tenure Review”) will be given to the faculty member who is reviewed and will be permanently retained by the office of the department chair and the office of the dean. Copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the provost.

**MINIMUM UNIT STANDARDS  
AND PROCEDURES**

**Annual Performance Reviews of  
Faculty**

1. Annually, each faculty member, including tenured faculty and those in departmental administrative positions, must receive a written review that provides specific evaluative information and an administrative assessment of the faculty member’s performance in the categories of teaching, research/creative activities, and service. The review should be sufficiently detailed to aid the faculty member in professional growth and development.
2. The review on teaching must incorporate student evaluations. Peer evaluations will be included for non-tenured faculty.
3. In each category the process must identify those faculty members whose level of performance is superior.

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| <p>4. The annual review of faculty in a development plan as defined in Section 5 of “Outcomes in Annual Performance Review and Post-Tenure Review” shall be undertaken with reference to the goals and timetables in the development plan.</p> |  |
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## Proposed changes to section on academic freedom

| Current Text   | Proposed Text  |
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| <p>The university adheres in principle to the “1940 Statement of Principles on Academic Freedom and Tenure” of the American Association of University Professors. The university shall defend academic freedom against any encroachment.</p> <p>Faculty members are entitled to full freedom in research and in the publication of its results, subject to the adequate performance of all other academic duties, but research for pecuniary return shall be based upon an understanding with the appropriate university authorities. See also policy <a href="#">ACAF 1.35 Copyright</a>.</p> <p>Faculty members are entitled to freedom in the classroom in discussing their subjects, but shall not introduce controversial matters that have no relation to the subjects.</p> <p>When faculty members speak or write as citizens, they shall be free from institutional censorship or discipline. They shall indicate that they are not speaking for the university.</p> <p>Faculty members who believe their academic freedom has been compromised may request in</p> | <p>The University of South Carolina supports, encourages and defends freedom of inquiry for students, faculty, and staff and recognizes that academic freedom and free speech are foundational to the work of a university. Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. That mission takes place in classrooms and labs, theatres and galleries, dorm rooms and offices, and we affirm academic freedom in all of these spaces. Our identity as a public university also demands that we support free expression to the fullest extent of the First Amendment, and we embrace that charge.</p> <p>The University of South Carolina values the diversity of its community. Individuals of many different ages, gender expressions, races, religions, nationalities, physical abilities, political perspectives, sexual orientations, and other diverse characteristics constitute the University of South Carolina. Speech on campus comes from many kinds of speakers, and many audiences hear it, and the university is committed to upholding the rights of them all. We affirm that this diversity is a source of intellectual strength: because of it, we learn more, produce more knowledge, enjoy greater creativity, and have a larger and more positive impact on the state of South Carolina and on the world.</p> |

writing that the president initiate an investigation. The request should clearly and concisely describe the event and circumstances upon which the charge is based. The president may refer the request to an appropriate faculty committee. See also “Academic Grievance Procedures.”

Both the principles of academic freedom and the constitutional protection of free expression maintain that unpopular, distasteful, and even repugnant speech all deserve protection. One’s personal conviction that speech is false, misleading, or pernicious is no reason to suppress it. We recognize that the protection of speech we disagree with is fundamental to our own right to speak, teach and learn freely. Interfering with the speech of others – the so-called heckler’s veto -- violates the rights of speakers and their audiences and ultimately damages the environment for speech on campus for us all. Fostering the capacity of members of the university to engage in debate with those with whom we disagree is fundamental to the mission of the University of South Carolina.

However, nothing guarantees speakers an approving or even a passive audience. Members of the university are free to express their disagreement with speech on campus. The leadership of the university, speaking for the community as a whole, may also express its disapproval of speech that violates the values of diversity, inclusion, tolerance, and mutual respect expressed in the Carolinian Creed.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The university may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly

incompatible with the functioning of the university. In addition, the university may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University of South Carolina. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University of South Carolina's commitment to a completely free and open discussion of ideas.

Preserving academic freedom and other forms of free expression is the shared responsibility of all members of the university community. Creating a culture of free expression, respectful and productive engagement and disagreement on campus requires on-going educational effort, not merely a mechanical application of rules. Nonetheless, the university does have a duty to develop policies and procedures that safeguard this freedom. The broadest possible participation of the members of the academic community should shape both the formulation and the application of these policies and procedures.

The university adheres in principle to the American Association of University Professors' 1940 "Statement of Principles on Academic Freedom and Tenure" as well as the association's 1970 interpretive comments, available here: <https://www.aaup.org/file/1940%20Statement.pdf>. The statement affirms that "Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon

the free search for truth and its free exposition. The university shall defend academic freedom against any encroachment.

Faculty members are entitled to full freedom in research and in the publication of its results, subject to the adequate performance of all other academic duties, but research for pecuniary return shall be based upon an understanding with the appropriate university authorities. See also See also policy ACAF 1.35 Copyright.

Faculty members are entitled to freedom in the classroom in discussing their subjects but shall not introduce controversial matters that have no relation to the subjects.

When faculty members speak or write as citizens, they shall be free from institutional censorship or discipline. They shall indicate that they are not speaking for the university.

Both the protection of academic freedom and the requirements of academic responsibility apply to all faculty members, including part-time faculty and teaching assistants.

Faculty members who believe their academic freedom has been compromised should follow the process described in “Academic Grievance Procedures.”

| Current Faculty Manual Table of Contents, Section 2   | Proposed Table of Contents, Section 2   |
|---|---|
| <p><b>2/ REGULATIONS AND POLICIES</b></p> <p><b>POLICY CHANGES</b></p> <p><b>APPOINTMENTS</b></p> <p>QUALIFICATIONS AND REQUIREMENTS</p> <p>Professor</p> <p>Associate Professor</p> <p>Assistant Professor</p> <p>Instructor</p> <p>JOINTLY APPOINTED FACULTY</p> <p>APPOINTMENT AND TERMINATION OF PROFESSIONAL-TRACK FACULTY</p> <p>MOVEMENT OF FACULTY BETWEEN TENURE AND PROFESSIONAL TRACKS</p> <p>APPOINTMENT PROCEDURES</p> <p><b>NEPOTISM POLICY</b></p> <p><b>AAUP POLICY</b></p> <p><b>PROBATIONARY PERIOD FOR TENURE</b></p> <p>MAXIMUM PROBATIONARY PERIOD</p> <p>CALCULATION OF PROBATIONARY PERIOD</p> <p>Leave</p> <p>Extensions</p> <p>Administrative Appointments</p> <p>REAPPOINTMENT DURING PROBATIONARY PERIOD</p> <p>GRIEVANCE UPON NON-REAPPOINTMENT</p> <p>DEADLINE FOR TENURE DECISIONS CONCERNING PROBATIONARY FACULTY</p> <p><b>TENURE AND PROMOTION PROCEDURES</b></p> <p>UNIT TENURE AND PROMOTION COMMITTEE</p> <p><b>CRITERIA AND PROCEDURES FOR PROMOTION AND TENURE</b></p> <p>Formulating Unit Criteria and Procedures</p> <p>General Standards for Assessment of Faculty</p> <p>Evaluation of Teaching</p> <p>Evaluation of Research and Scholarship</p> <p>Faculty with Joint Appointments</p> <p>Other Matters to Be Addressed in Unit Criteria and Secondary Unit Procedures</p> <p>Procedures for Approval of Criteria and Secondary Unit Procedures</p> <p><b>IDENTIFICATION OF APPLICABLE CRITERIA</b></p> <p>New Faculty</p> <p>Faculty Hired On or After January 1, 1995</p> <p>Faculty Hired Prior to January 1, 1995</p> <p>Tenure And Promotion In Cases of Reorganization</p> <p>Determining Criteria to Be Used for Tenure and Promotion Decisions</p> <p><b>UNIT CONSIDERATION OF TENURE AND PROMOTION FILES</b></p> <p>Minimum Years of Service Prior to Tenure</p> <p>Faculty to Be Considered</p> <p>Compiling the File</p> <p>Notice of Meeting</p> <p>Voting</p> <p>Affirmative Recommendations</p> | <p><b>Section 2.A: Polices Applicable to All Faculty</b></p> <p><b>A.1 Faculty rights and responsibilities</b></p> <p>A.1.1 Policy changes</p> <p>A.1.2 AAUP policy</p> <p>A.1.3 Academic freedom and freedom of expression</p> <p>A.1.4 Teaching responsibility</p> <p>A.1.5 Classroom procedures</p> <p>A.1.6 Integrity and professional conduct</p> <p><b>A.2 Terms of employment</b></p> <p>A.2.1 Normal work schedule</p> <p>A.2.2 Benefits and privileges</p> <p>A.2.3 Activities and compensation beyond base employment</p> <p>A.2.4 Leave</p> <p><b>A.3. Faculty appointments</b></p> <p>A.3.1 Qualifications and requirements</p> <p>A.3.2 Appointment procedures</p> <p>A.3.3 Jointly appointment faculty</p> <p>A.3.4 Movement of faculty between tenure &amp; professional tracks</p> <p><b>A.4. Annual performance review</b></p> <p><b>A.5 Honorific titles</b></p> <p>A.5.1 Distinguished professor and emeritus titles</p> <p>A.5.2 Endowed chairs and names professorships</p> <p><b>A.6 Academic grievance procedures</b></p> <p>A.6.1 Grounds for grievance of non-reappointment</p> <p>A.6.2 Grievance procedure for denial of tenure or promotion</p> <p>A.6.3 Termination of faculty for cause</p> <p><b>A.7 Termination because of bona fide reduction in staff</b></p> <p><b>Section 2.B: Tenure-Track Faculty and Related Policies</b></p> <p><b>B.1 Faculty titles and qualifications</b></p> <p><b>B.2 University guidelines for unit tenure and promotion procedures</b></p> <p>B.2.1. Unit tenure and promotion committee</p> <p>B.2.2 Unit criteria and procedures for promotion and tenure</p> <p><b>B.3 Identification of applicable criteria</b></p> <p><b>B.4 Probationary period for tenure</b></p> |

Negative Recommendations

Recommendation of Unit Administrator

**CONSIDERATION OF TENURE FOR LATERALLY HIRED FACULTY**

**REVIEW OF TENURE AND PROMOTION FILES AFTER UNIT VOTE**

Review by Provost

Consideration by UCTP

Annual Report

**ANNUAL PERFORMANCE REVIEW, TENURE PROGRESS REVIEW AND POST-TENURE REVIEW**

PURPOSE

DEFINITIONS

OBLIGATIONS OF EACH TENURING UNIT FOR POLICIES ON ANNUAL PERFORMANCE REVIEW, TENURE PROGRESS REVIEW AND POST-TENURE REVIEW

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Annual Performance Reviews of Faculty

Tenure Progress Review

Post-Tenure Review

Outcomes in Annual Performance Review and Post-Tenure Review

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TERMINATION OF FACULTY FOR CAUSE

PROCEDURES

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INTEGRITY IN RESEARCH AND SCHOLARSHIP

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**NORMAL WORK SCHEDULE**

**LEAVE**

ANNUAL LEAVE

SICK LEAVE

FAMILY MEDICAL LEAVE

LEAVE TRANSFER PROGRAM

COURT LEAVE

MILITARY LEAVE

DEATH IN FAMILY

LEAVE WITHOUT PAY

SABBATICAL LEAVE

SABBATICAL LEAVE PROCEDURES

**ACADEMIC FREEDOM**

**POLITICAL ACTIVITY**

**WORKPLACE CIVILITY**

**CONSENSUAL RELATIONSHIPS**

**DISTINGUISHED PROFESSOR AND EMERITUS TITLES**

**ENDOWED CHAIRS AND NAMED PROFESSORSHIPS**

**CLASSROOM PROCEDURES**

EXAMINATION AND GRADING SYSTEM

CHANGE OF GRADES (UNDERGRADUATE)

**B.5 Tenure-progress review**

**B.6 Unit consideration of tenure and promotion files**

**B.7 Review of tenure and promotion files after unit vote**

**B.8 Consideration of tenure for laterally hired faculty**

**B.9 Post-tenure review**

**B.10 Sabbatical leave**

**Section 2.C: Professional-track Faculty and Related Policies**

**C.1 Faculty titles and qualifications**

**C.2 University guidelines for unit promotion procedures**

**C.3 Identification of applicable criteria**

**C.4 Review of promotion files**

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|---|--|
| CHANGE OF GRADES (GRADUATE)<br><b>BOOKS FOR CLASSES</b> |  |
|---|--|