

CHAPTER 6

ACADEMIC AFFAIRS - FACULTY

Sections:

- 6.010. Faculty Senate
- 6.020. Academic Freedom and Tenure
- 6.030. Promotions in Academic Rank
- 6.040. Professional Leave for Faculty Members
- 6.050. Graduate Faculty
- 6.060. Adjunct Faculty
- 6.070. Emeritus Recognition

6.010. Faculty Senate. The Faculty Senate shall be considered as representative of instructional staff, professional personnel of the University who have substantial academic responsibilities, administrators who have faculty qualifications and substantial academic responsibilities, and the undergraduate and graduate body (in the capacity of advisors and consultants). Within the framework established by the statutes and the Board of Governors, the Faculty Senate shall be a deliberative and legislative body for academic matters and for University policies pertaining to promotion, tenure, and leave. In regard to other issues affecting faculty and academic community, the Faculty Senate shall be an advisory body to the Administration and Board of Governors, through channels established by the Board. The Faculty Senate Constitution and Bylaws may be amended according to the procedures set forth in such documents, subject to approval of such amendments by the Board of Governors.

6.020. Academic Freedom and Tenure. The policies regarding academic freedom and tenure are stated as follows:

6.020.1 Purpose. The Board has affirmed its belief in sound principles of academic freedom and academic tenure as stated in what is professionally referred to as the "1940 Statement of Principles" which is quoted as follows:

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. 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.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically; (1) Freedom of teaching and research and of extra-mural activities, and (2) A sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Academic Freedom

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he or she speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As a man or woman of learning and an educational officer, he or she should remember that the public may judge his or her profession and his or her institution by his or her utterances. Hence he or she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he or she is not an institutional spokesman.

Academic Tenure

(a) After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represents acceptable academic practice.

(1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

(2) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education. Notices should be given at least one year prior to the expiration of the probationary period, if the teacher is not to be continued in service after the expiration of that period.

(3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.

(4) Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him or her and should have the opportunity to be heard in his or her own defense by all bodies that pass judgment upon his or her case. He or she should be permitted to have with him or her an advisor of his or her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his or her own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

(5) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

6.020.2. Academic Faculty Positions. Academic faculty positions are those where the principal services performed by the holder thereof are teaching and advising, scholarship and service to the university, the profession and the community

1. Types of Appointments.

1. Regular positions: There shall be three classes of regular academic faculty positions, namely, professor, associate professor, and assistant professor.
2. Non-regular positions: All other academic faculty positions shall be considered non-regular and the following list of such positions is illustrative only and does not purport to constitute a complete listing of non-regular positions:
 1. The positions of Visiting Professor, Lecturer, and other non-regular positions shall be considered temporary.
 2. The positions of assistant instructor, research associates, graduate assistants, research assistants, student assistants, and others of like nature shall likewise be considered non-regular.
 3. Summer session positions shall be considered non-regular irrespective of the title applied thereto.
 4. Less than half-time positions shall be considered non-regular, whatever the title thereof may be.
 5. The positions of Federal and State employees or appointees attached or assigned to the University, by special appointment or on a temporary basis shall be non-regular, whatever the title and office may be.
 6. Appointment made in connection with a special department, program, or institute of an experimental or temporary character may be terminated when the project is discontinued. All such positions shall be considered non-regular, whatever the titles thereof may be.
 7. No number of reappointments to any non-regular position shall create any presumption of a right to reappointment on term or continuous basis.
4. The administrative functions, titles, and status of President, Executive VPAA, the deans, directors, departments chairs, other administrators of academic services, and coaches of

intercollegiate athletics, shall be distinct and severable from their functions, titles, and status, if any, as academic faculty members.

Source: Resolution of the Board dated April 12, 2014

6.020.3. Types of appointments.

1. There shall be two types of appointments to academic faculty positions: term appointments and continuous appointments.
2. Term appointments begin at a specified date and terminate at a specified date. Term appointments usually are for a period of one academic year, but may be for a longer or shorter period.
3. Continuous appointments begin at a specified date but have no specified date of termination.
4. Appointments to regular academic faculty positions may be either term appointments or continuous appointments.
5. Appointments to non-regular academic faculty positions normally are term appointments. In exceptional individual cases, however, continuous appointments may be made to non-regular academic faculty positions.

6.020.4. Academic Tenure.

1. Holders of academic faculty positions under continuous appointments shall have permanent or continuous tenure, subject to termination only for cause or under extraordinary circumstances because of financial exigencies. Due consideration shall be given to seniority in terms of academic rank and length of service in the event certain continuous appointments must be terminated because of financial exigencies.
2. Holders of academic faculty positions under term appointments shall have no rights of permanent or continuous tenure. Their appointments shall not be terminated during the term thereof except for cause, or under extraordinary circumstances because of financial exigencies.

3. No person shall lose any tenure rights already acquired if he or she is granted a leave of absence, if he or she is promoted, or if he or she accepts appointment to a non-regular academic faculty position or to an administrative position, unless the appointment is subject to express condition that he or she release or waive any such tenure rights.
4. The removal of any person from an administrative position shall not impair his or her tenure rights, if any, as an academic faculty member.
5. Holders of academic faculty positions having either continuous tenure or serving under a specified term appointment shall not have their appointments terminated, during the respective period of time, except for incompetence, neglect or refusal to perform duties, dishonesty, drunkenness, or immoral conduct.

6.020.5. Academic Tenure Review Procedure.

1. Unless otherwise negotiated at the time of hire, regular tenure-track faculty members undergo a review for tenure during the sixth year of service. If a faculty member is granted tenure, it will be effective at the beginning of the seventh year. If a faculty member is denied tenure, he/she will have one additional, final year at the university.
2. Prior to the tenure decision, administrative reviews will occur on an annual basis. The primary purposes of the administrative review are to provide feedback to the faculty member which clearly specifies whether or not the faculty member is making satisfactory progress in areas of teaching and advising, scholarship and service and to identify and discuss any other issues which may impact job performance. The administrative review serves as a record of employment for subsequent action related to performance.
3. A peer review committee reviews a regular tenure-track faculty member during the tenure-review year AND at the halfway mark between hire and tenure. The primary purpose of peer review prior to the tenure decision is to provide feedback to the faculty member that clearly specifies whether or not in the judgment of his/her peers he/she is making satisfactory progress in areas of teaching and advising, scholarship and service. In the year of the tenure

decision, the peer review committee is responsible for making a recommendation whether or not to tenure based upon evidence of performance and improvement produced by the faculty member.

4. Recommendations on whether or not to tenure are made in the following order: Peer Review Committee to Department Chair; Department Chair to Academic Dean; Academic Dean to Executive Vice President for Academic Affairs and Provost; Executive Vice President for Academic Affairs and Provost to President; President to Board of Governors.
5. The Board of Governors makes the final decision on the awarding of tenure.

Source: Resolution of the Board dated April 12, 2014

6.020.51 Basis for Tenure. The policies in respect to tenure are based on the University's *Model of the Teacher/Scholar* in which a faculty member is expected to reflect characteristics critical to student learning and adherence to a professional standard of integrity. In particular, faculty members must demonstrate contributions in the areas of teaching, scholarship and service. In order to demonstrate achievements and contributions worthy of tenure, a faculty member will prepare a portfolio of evidence documenting the faculty member's attainment of satisfactory standards in teaching, scholarship, and service that will undergo rigorous review that originates with a committee of the faculty member's peers. Because of the variations among disciplines, there is no single rigid formula for the recognition of successful teaching, scholarship and service. Each faculty member will work with his/her Department Chair and Academic Dean to determine appropriate evidence for the demonstration of quality teaching activity that advances student learning, scholarship that encompasses academic and creative contributions to the intellectual life of the university and the profession, and service that offers contributions to the university, the profession, and the enrichment of campus life, as well as discipline-based or university mission-oriented contributions to the community.

6.020.52 Evaluation. The peer review committees, department chairs, academic deans, Executive VPAA

and President will evaluate tenure portfolios based on the above criteria and others developed by academic departments in place at the time of hire to a regular position when recommending faculty members for tenure. Administrative reviews, peer review committee reports and tenure portfolios serve as a record of employment to be used in the evaluation process. Administrative reviews occur on an annual basis for untenured assistant professors; peer reviews occur at each point when a decision is being made about tenure AND at the halfway mark between eligibility for tenure.

Source: Resolution of the Board dated April 12, 2014

- 6.020.6. Early Award of Tenure. Nothing in the preceding section shall be interpreted as prohibiting the granting of tenure earlier than the specified time, if such granting of tenure is recommended by the President of the University and approved by the Board of Governors.
- 6.020.7. Notification of Termination of Employment. All regular academic faculty members who have not acquired continuous tenure and who are not to be reappointed shall be notified of such decision prior to March 1 of their first year of regular appointment, prior to December 1 of their second year of regular appointment, or one year in advance if their appointment is to be terminated at the end of their third, fourth, fifth, sixth, or seventh year of regular appointment.
- 6.020.8. Notice of appointment. Each appointee to the academic faculty shall receive written notice thereof which includes the following information:
1. Whether the position is regular or non-regular.
 2. Whether the appointment is for a specified term.
 3. The notice shall specifically refer to, and incorporate by reference, these Tenure Regulations, a copy of which shall be enclosed with the notice.
- 6.020.9. Committee on Tenure. There is hereby created a University faculty committee on tenure. This committee on tenure shall be composed of members of the regular academic faculty. It shall consist of five members elected by secret vote of the members of the regular academic faculty, not more than one of whom shall be employed in any given School of the University. Only

persons on continuous appointment are eligible for membership on the committee. No person devoting more than half of his or her time to administrative duties shall be eligible for membership on the committee. Committee members shall serve for one year and shall be eligible for re-election. At the first meeting of the committee, it shall elect from among its members a chair and secretary to serve at the pleasure of the committee. The duties of the committee shall include such duties as indicated in Subsections 6.020.10. and 6.020.11. and any other responsibilities as are assigned to it by the President of the University or the Chair of the Board of Governors.

Source: Resolution of the Board dated February 17, 2007

6.020.10. Procedure in Removal Cases. In any case where removal for cause is recommended by the Dean or other appropriate administrative officer designated by the Board of Governors, the faculty member involved shall be informed in writing of the charges against him or her.

1. If the charges which have caused the removal action are such that, in the best judgment of the administrative officer, they interfere with the appointee's duties and/or effectiveness as a teacher, the appointee shall be suspended from part or all of his or her assigned duties.
2. In the event that the appointee desires to contest the charges presented, as in the preceding subsection, he or she may request and shall be accorded an investigation of the facts by the Committee on Tenure. Ordinarily, this hearing should be held within 30 days of the original action, or within 30 days of the appointee's return to campus, if absent at time of action.
3. The appointee may request a review of the decisions of the Committee on Tenure, and shall be accorded a hearing before the Board of Governors of the University. The ruling of the Board of Governors in matters of removal shall constitute the final authority under the University's administrative structure. Ordinarily, this hearing should be held within 30 days of the decision of the Committee on Tenure.
4. The appointee, in all cases where hearings are involved, shall have the right to request and shall be allowed legal counsel, the use of subpoena authority, a full stenographic record of

- procedures (the cost of which record shall be shared equally by appointee and the University), and a statement in writing of the charges which are to be brought against him or her.
5. With the exception of conditions under the suspension of duties act, the appointee shall continue to receive all the benefits of the conditions of the original appointment until and unless the removal procedures, as described in paragraphs 1, 2, and 3, rule against the appointee's continuation under tenure status. When tenure is finally terminated, all contractual obligations between the University and the appointee shall cease. If the appointee is found innocent of the charges, he or she shall be immediately reinstated without prejudice.
 6. Burden of Proof. The burden of demonstrating the existence of an adequate cause for dismissal shall rest with the University and shall be satisfied only by clear and convincing evidence in the record taken as a whole. To recommend dismissal, the Committee shall determine that the charge or charges warrant dismissal.
 7. Statement of Charges - Request for a Hearing by Committee on Tenure.
 - A. When removal for cause is considered by or recommended to the appropriate administrative officer, the faculty member shall be notified in writing by the University of the proposed action for dismissal and the reasons therefore, stated with reasonable particularity which shall hereinafter be called the Charge and of the right to a hearing by the Committee on Tenure (hereinafter, the "Committee"). If the faculty member desires a hearing, the faculty member shall give written notice of this request to the person notifying the faculty member of the charge against him/her within 10 days from the receipt of the charge. Failure by the faculty member to make a timely written request for the hearing shall constitute a waiver of the faculty member's right to a hearing before the Committee.
 - B. The faculty member shall file a written answer to the charge with the person notifying the faculty member of the charge within 15 days after requesting a hearing before the Committee. The answer shall specifically admit or deny the allegations set forth in the

charge. A failure to answer or to deny an allegation of fact in the charge may be considered by the Committee as an admission of such fact.

8. Hearing by the Faculty Committee on Tenure.

- A. If the faculty member makes a timely written request for a hearing as set forth above, the Faculty Committee on Tenure or its designee shall notify the faculty member in writing of the date, time, and place of hearing before the Committee, which shall be within a reasonable time after the date of the receipt of the request for hearing. Not less than 20 days shall be allowed between the delivery of the charge to the faculty member and the beginning of the hearing.
- B. Any request for continuance shall be made by the faculty member or the University in writing to the Chair of the Faculty Committee on Tenure, and the Committee on Tenure shall have discretionary authority to continue the hearing for a reasonable period of time and upon a determination that the request is timely and made for good cause.
- C. The hearing shall not be open to the public, pursuant to the Open Meetings Law of the State of Missouri, if the Committee on Tenure in its discretion deems the matter to be a personnel matter appropriate for a closed hearing.
- D. The parties will use their best efforts to avoid public statement and publicity about the case until the proceedings have been completed, including final appeal to the Board of Governors.

9. Conduct of the Hearing. The Chair of the Committee shall preside at the hearing, and the Chair's duties shall include, but not necessarily be limited to, the following: Call the hearing to order, call the roll of the committee in attendance, ascertain the presence or absence of the faculty member and the University or its representative, read the notice of hearing, read the Charge and answer, unless the reading of the same is waived, verify the notice of the Charge to the faculty member, report any continuances requested or granted, establish the presence of any advisor or legal representative of either party, call to the attention of the faculty member

and the faculty member's advisor any special or extraordinary procedures to be employed during the hearing and permit the faculty member to suggest or object to procedures. The committee is not required to follow formal rules of evidence.

A. Opening Statements

1. The University shall make opening remarks outlining the general nature of the case.
2. The faculty member shall also make opening remarks to the Committee about the Charge, either immediately following the University's opening statement or at the conclusion of the University's presentation, at the faculty member's election.
3. Opening statements shall not be considered as evidence.

B. University's Evidence

1. The University's witnesses shall be called and identified, and evidence, written statements or reports introduced as appropriate.
2. The faculty member may question the University's witnesses. The Committee may question witnesses or examine evidence at the conclusion of the University's presentation or at the conclusion of each witness's testimony, as it shall so choose.

C. Faculty Member's Evidence

1. The faculty member's witnesses shall be called and identified and evidence, written statements or reports introduced as appropriate.
2. The University may question the faculty member or his/her witnesses. The Committee may question witnesses or examine evidence at the conclusion of the faculty member's presentation or at the conclusion of each witness's testimony, as it shall so choose.

D. The Committee shall permit the University or the faculty member to offer evidence in rebuttal of the other's presentation.

10. Rights and Duties of the Faculty Committee on Tenure. The Faculty Committee on Tenure shall have the following rights and duties:

- A. To determine the relevance and admissibility of any evidence offered at the hearing;
 - B. To permit a stipulation of agreed facts by the University and the faculty member;
 - C. To permit the incorporation into the record by reference of any document, affidavit, or other exhibit produced and desired to be incorporated in the record by the University and the faculty member;
 - D. To question witnesses or evidence introduced by either the University or the faculty member at any time;
 - E. To call additional witnesses;
 - F. To dismiss any action or permit informal disposition at any stage of the proceeding if agreed to by the University and the faculty member;
 - G. To permit at any time amendment of the Charge or answer so as to include matters which come to the attention of the Committee before final determination of the case, provided, however, that in such event the Committee shall grant to the University or the faculty member such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters;
 - H. To dismiss any person from the hearing who interferes with or obstructs the advancement of the hearing or fails to abide by the rulings of the Chair of the Committee;
 - I. To have present a legal adviser to the committee, who shall be designated by the General Counsel of the University, following consultation with the Committee on Tenure.
11. Parties' Rights Upon a Hearing. The University and the faculty member shall have the following rights:
- A. To be present at the hearing, which right may be waived by failure to appear;
 - B. To have present any legal or other adviser or counselor and to consult with such adviser or counselor during the hearing;
 - C. To present evidence by witnesses and by properly identified written statements or reports in support of the Charge or answer;

- D. To hear or examine evidence presented by the other party or the Committee;
- E. To question witnesses present and testifying for the other party or the Committee;
- F. To make any statement to the committee in support of the Charge or answer or in mitigation or explanation of the conduct in question;
- G. To be informed in writing of the findings of the Committee and its recommendation on the Charge.

Procedural questions which arise during the hearing and which are not covered by these general rules shall be determined by the Chair, whose ruling shall be final unless the Chair shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by a majority vote shall be final.

12. Determination by Committee. Following the hearing, the Committee shall make its findings and determinations by majority vote in closed session out of the presence of the University and faculty member. Findings of fact and recommendations based upon the findings shall be made.
13. Report of Findings and Determination. The Committee shall make its findings of fact and recommendations in writing and transmit them to the Board of Governors, the President of the University and the faculty member. If the Committee concludes that adequate cause for dismissal has not been established, but that some discipline or penalty less than dismissal may be appropriate, it may recommend such alternative discipline or penalty to the President of the University and the Chair of the Board of Governors. Following receipt of the findings of fact and recommendations from the Committee on Tenure, the President of the University shall forward his/her recommendation to the Board of Governors, irrespective of whether the faculty member or University has appealed the recommendations of the Committee on Tenure.

The stenographic record of the case, the notice, exhibits, hearing record, and the findings and determination of the Committee shall become the record of the case, shall be filed in the Office of the President of the University, shall be available only for official purposes, and for the purpose of appeal shall be accessible at reasonable times and places to the University and the faculty member. In the event of an appeal to the Board of Governors, the Board of Governors shall have access to the full record of the case and the appeal documents, and the Board of Governors shall provide for a hearing for the purpose of receiving additional evidence not contained in the record of the case, or the Board of Governors shall remand the matter for further evidence to the Committee on Tenure.

Source: Resolution of the Board dated February 17, 2007

14. Appeal of Committee Determination. The faculty member or the University may request a review of the findings and recommendations of the Committee on Tenure before the Board of Governors. The request for review must be made within 7 consecutive calendar days after notice of the findings and recommendations of the Committee on Tenure. The party requesting review must simultaneously serve a copy of the request for review upon the other party. The faculty member and the University may file a written argument confined to the issues and evidence previously submitted and contained in the record of the case for consideration by the Board of Governors. Any such written arguments shall be filed no less than 5 days before the date scheduled for the review hearing for consideration by the Board of Governors; in the event a hearing is not called for; the parties may, but are not required to, respond to the other party's written arguments.
15. Decision of Board of Governors. Following the appeal of the Committee on Tenure determination by either the faculty member or the University, or in the event of no such appeal and upon receipt of a recommendation from the President of the University, whichever is applicable, the Board of Governors shall review the full record of the case and the appeal documents, if applicable, and in the event that the case has been finally appealed, provide a

hearing for the purpose of receiving additional evidence not contained in the record, and may affirm, reverse, remand the case for further proceedings, or may conclude that adequate cause for termination has not been established, but that some discipline or penalty less than dismissal may be appropriate. The Board of Governors shall notify the faculty member and the University in writing of its decision on the case.

6.020.11. Computing Years of Tenure Service.

1. Computation of Academic Review Period

Years of service shall be computed in terms of academic years. One semester equals one-half academic year. Not more than one academic year's credit shall be allowed for service during any consecutive twelve month period.

The following period of service shall be excluded: (a) service under any non-regular appointment involving duties substantially different from duties in a regular position; and (b) service under summer term appointments.

Periods of service need not be continuous, but shall be cumulative, except that any period of service for less than one semester may be disregarded. However, in the case of service which was interrupted during a semester because the appointee entered the armed forces of the United States, credit for a full semester shall be allowed. Credit for a full semester also shall be allowed where a person was relieved from active duty with the armed forces of the United States and within a reasonable time thereafter entered or re-entered academic service, but by reason of the date of the termination of his or her active military duties he or she was not able to serve a full semester.

2. Suspending Academic Review Period (Stopping Tenure Clock)

(a) The Academic Tenure Review Periods (Tenure Clock) described in Section 6.020.5 of this Code of Policies may be suspended, upon proper application by any tenure track faculty member, using the process and criteria set forth in this Section.

When properly authorized pursuant to this Section, suspension or stopping of the tenure clock will result in specific periods of employment time that do not count toward tenure service. This process will allow the tenure track faculty member and the University to agree to adjust the pace and timing of tenure service. Under no circumstances will the suspension or stoppage of the tenure clock result in any alteration of the criteria of expected performance for successful grant of tenure status; nor any alteration in the application of the criteria or the judgments made based on the criteria.

- (b) Tenure track faculty members shall have the option to request temporary stoppage of the tenure clock, either in conjunction with or separate from, a reassignment or leave granted pursuant to other provisions of the Board of Governors' Code of Policies. Time off the tenure clock must be applied for and granted without regard to leave or reassignment status. The decision by the University to grant a temporary stoppage of the tenure clock will be separate from any decision regarding proposed reassignment or grant of leave.
- (c) Tenure track faculty members may request that the tenure clock be stopped for a period of time when any of the following circumstances would seriously impair the faculty member's capacity to build the record of accomplishment he or she judges appropriate for professional satisfaction and tenure review:
- i. Physical or mental illness or other physical condition
 - ii. Pregnancy, adoption or foster child placement
 - iii. Substantial care giver responsibility for someone with whom the tenure track faculty member has an important relationship, including family and household.
 - iv. Military service or obligations

- v. Legal concerns, including but not limited to the settling of estates or the processing of divorce, custody deliberations or disputes, or civil suits or the defense of felony criminal charges.

This list of circumstances is not intended to be exhaustive, but instead is intended to be illustrative in nature. This policy recognizes that a variety of circumstances and conditions can occur that would make it beneficial to the faculty member and the University to stop the tenure clock.

- (d) Pursuant to this policy, the University will agree to stopping the tenure clock in semester increments only and ordinarily for a maximum of one year for any single circumstance cited in the applicant's request for clock stoppage; further, the University will grant a clock stoppage for no more than two years, total, in the aggregate for any tenure track faculty member.

A decision by the University to stop the clock for tenure purposes does not affect the time table under which a faculty member might be considered eligible for promotions.

An application for stoppage of the tenure clock during the year of tenure/non-renewal decision should not be approved except under unusual conditions. In the event that the University agrees to stop the tenure clock as requested by a tenure track faculty member, this clock stoppage will operate to delay every aspect of the entire tenure process, including all intermediate steps toward tenure review and approval, for a period of time equal to that period during which the tenure clock is stopped.

- (e) The Executive Vice President for Academic Affairs and Provost, in consultation with Faculty Senate, shall develop policies and procedures for implementation of this

section relating to stopping the tenure clock, which policies and procedures shall include provision for faculty involvement in the appeal process.

Source: Resolutions of the Board dated August 15-16, 2003, February 17, 2007, April 12, 2014 and October 10, 2014

- 6.020.12 Publication of Tenure Regulations. These regulations shall be published and each person who now holds a position on the academic faculty, and future employees, shall receive a copy thereof.
- 6.020.13. Legal Effect of Tenure Regulations. These regulations are a statement of policy within the limits of which the Board of Governors expects to exercise the powers vested in it, but these regulations shall not impair, or be taken to waive, any powers now or hereafter vested in the Board under the Constitution and Laws of the State.

Source: Resolutions of the Board dated September 8, 1969, July 6, 1971, July 3, 1987 and December 5-6, 1997.

1987 Compilation: Article 2

Cross-reference: Section 10.010 of the Code

- 6.030. Promotions in Academic Rank. Promotions in academic rank are determined according to the following standards.
- 6.030.1. Procedure. Recommendations on whether or not to promote are made in the following order: Peer Review Committee to Department Chair; Department Chair to Academic Dean; Academic Dean to Executive Vice President for Academic Affairs and Provost; Executive Vice President for Academic Affairs and Provost to the President; President to the Board of Governors. The Board of Governors makes the final decision on whether or not to promote a faculty member.

Source: Resolutions of the Board dated April 12, 2014 and October 10, 2014

- 6.030.2. Basis for Promotions. The policies in respect to promotions are based on the University's *Model of the Teacher/Scholar* in which a faculty member is expected to reflect the characteristics critical to student learning and adherence to a professional standard of integrity. In particular, faculty members must demonstrate measurable contributions in the areas of teaching, scholarship and

service. In order to demonstrate achievements and contributions worthy of promotion, a faculty member will prepare a portfolio of evidence documenting the faculty member's attainment of satisfactory standards in teaching, scholarship, and service that will undergo a rigorous review that originates with a committee of the faculty member's peers. Because of the variations among disciplines, there is no single rigid formula for the recognition of successful teaching, scholarship and service. Faculty members will work with his/her Department Chair and Academic Dean to determine appropriate evidence for the demonstration of quality teaching activity that advances student learning, scholarship that encompasses academic and creative contributions to the intellectual life of the university and the profession, and service that offers contributions to the university, the profession, and the enrichment of campus life, as well as discipline-based or university mission-oriented contributions to the community.

- 6.030.3. Evaluation. The peer review committees, department chairs, academic deans, Executive VPAA and President will evaluate promotion portfolios based on the above criteria and others developed by academic departments when recommending faculty members for promotion. Administrative reviews, peer review committee reports and promotion portfolios serve as a record of employment to be used in the evaluation process. Administrative reviews occur on an annual basis for assistant professors; peer reviews occur at each point when a decision is being made about tenure and promotion AND at the halfway mark between eligibility for tenure and promotion to associate professor and eligibility for promotion to full professor.

Source: Resolution of the Board dated April 12, 2014

- 6.030.5. Number of Years in Rank. Unless otherwise negotiated at the time of hire, faculty members are expected to serve the following minimum number of years in rank at the University in order to qualify for promotion:
1. Six years for promotion from Assistant Professor to Associate Professor.

2. Six years for promotion from Associate Professor to Professor. Serving the minimum number of years in rank is not an assurance or guarantee of promotion either at the completion of the minimum period or at any later time.

6.030.6 Post-Promotion Review. After promotion to full professor, each faculty member will continue to participate in an administrative review process every three years.

6.030.7 Procedure. In the third year after promotion to professor, the Department Chair informs the faculty member of the administrative review schedule and process; the faculty member prepares materials and meets with the Department Chair; the Department Chair shares the review with the School's Dean; the Dean ensures that feedback from the Department Chair is appropriate and complete and forwards the review to the Executive VPAA for its submission into the faculty member's personnel file.

Source: Resolution of the Board dated April 12, 2014

6.030.8 Purpose. The on-going three-year Administrative Review process is to assist the faculty member's continuous improvement as a "Teacher/Scholar" and serve as a record of employment for subsequent action related to performance.

6.040. Sabbatical Leave for Faculty Members. The policy for sabbatical leave for faculty members is set forth as follows.

6.040.1. General. A sabbatical leave should benefit both the faculty member and the institution.

6.040.2. Conditions. Because of continuous service each faculty member may be considered for his or her initial sabbatical leave at the conclusion of the seventh year, or at a later date, for the purpose of pursuing advanced study, conducting research studies, appropriate educational travel or for securing appropriate industrial or professional experience; such leaves shall ordinarily not be granted for a period of less than one semester nor for more than one academic year, except in instances where the best interest of the University will be served by doing so.

- 6.040.3. Compensation. Compensation for sabbatical leaves (also referred to herein as sabbatical leaves) shall be based on a percentage of the academic year salary of the year in which the leave will occur. For leaves of one semester the compensation rate shall be 100 percent. For leaves of two semesters the compensation rate shall be 80 percent. Time spent on sabbatical leave shall be considered time in rank for the calculation of years of service for promotion. A faculty member with two consecutive years of service, but less than seven years of service, after the most recent leave may be granted compensation on a proportionate basis of seven years. For example, a faculty member granted a leave of two semesters, having completed two years of service since his or her most recent leave, would be entitled to compensation at a rate of two-sevenths of the aforementioned 80 percent.
- 6.040.4. Limitation of Expense. In general, no more than two percent of the total of the combined salaries of the academic and administrative staff shall be used for sabbatical leave during any academic year.
- 6.040.5. Extension of Leaves. On rare occasions, such as for completion of a doctorate or other commitment which should not be interrupted, the leave may be extended at the discretion of the Board of Governors.
- 6.040.6. Agreement to Return. Any faculty member granted a leave shall agree to return to the service of the institution for a period of two academic years. Persons failing to return to the institution shall refund all sabbatical pay. Those who return for only one year shall refund one-half the sabbatical pay.
- 6.040.7. Rights and Privileges. During his or her sabbatical leave, the faculty member shall be entitled to all rights and privileges to which he or she is usually entitled as a faculty member, including fringe benefits and standard salary increases.
- 6.040.8. Time for Applications. Application for sabbatical leave should generally be transmitted to the proper administrative authorities at least nine months prior to the beginning date of the requested leave.

6.040.9. Eligibility. Leave provisions shall be applicable to all members of the regular faculty.

Source: Resolutions of the Board dated September 8, 1969, and July 15-16, 1994

1987 Compilation: Article 5

Cross-reference: Sections 6.030, 10.010, and 10.040 of the Code

6.050. Graduate Faculty. The graduate faculty policy of the University is set forth as follows.

6.050.1. Graduate Courses, Research, and Advisement. Except as herein provided, only members of the graduate faculty will teach graduate courses, direct graduate research, and serve as academic advisors for graduate students.

6.050.2. Criteria for Appointments. Faculty members must have the following qualifications for appointment to the graduate faculty:

1. Possess a terminal degree or exhibit professional competence that provides a special expertise to teach courses and direct research at the graduate level.
2. Show evidence of research productivity such as research articles in reputable journals, demonstrated external funding, presentation of juried papers before professional audiences, or demonstrated exhibits of proficiency in such fields as creative arts or music.
3. Maintain membership in at least one learned society or association of his or her discipline.
4. Attend regularly meetings, lectures, or conferences of organizations or learned societies in his or her discipline.
5. Show evidence of willingness and ability to direct thesis work and independent study at the graduate level or to serve on thesis committees.

6.050.3. Appointment Procedure. When a faculty member becomes eligible for appointment to the graduate faculty, the faculty member's department chair may recommend the faculty member for such appointment. Such a recommendation first will be submitted to the other members of the faculty member's academic department for review and comment. Following such review, the dean of the faculty member's school will submit the recommendation to the Executive Vice President for Academic Affairs and Provost for review and comment. The Executive Vice

President for Academic Affairs and Provost will submit the recommendation to the President of the University for decision. The department chair or dean may withdraw the recommendation at any time during the various reviews. The decision of the President of the University to appoint or not to appoint the recommended faculty member to the graduate faculty will be a final decision on behalf of the University.

Source: Resolutions of the Board dated February 17, 2007, April 12, 2014 and October 10, 2014

6.050.4. Term of Appointments. Appointment to the graduate faculty by the President of the University normally will be for a term of five years, or until the next periodical review of the graduate program for the faculty member's school, whichever is the shorter period of time.

6.050.5. Periodic Review. The need for graduate faculty members in each department will be reviewed periodically on a rotational basis among the schools, with each school being reviewed at least once in every five-year period by the Executive Vice President for Academic Affairs and Provost. Based upon the results of the review, the department chair will submit recommendations for new appointments or reappointments to the graduate faculty, and the recommendations will be processed in accordance with the appointment procedure set forth above in this section.

Source: Resolutions of the Board dated February 17, 2007, April 12, 2014 and October 10, 2014

6.050.6. Temporary Service. A faculty member who is not a member of the graduate faculty may be given special permission by the Executive VPAA of the University to teach occasional graduate courses, but such special permission may not be granted for more than two semesters in any five-year period.

Source: Resolutions of the Board dated November 6, 1987 and April 12, 2014

6.060. Adjunct Faculty. Adjunct or honorary academic titles may be accorded by the President of the University to faculty or staff members of other colleges, universities, institutions, or agencies with which the University has cooperative arrangements. Such adjunct or honorary faculty

members are not compensated by the University for such positions, but may be given incidental privileges and benefits by the President.

Source: Established practice

6.070. Emeritus Recognition. Faculty and staff members holding academic rank are honored upon their retirement by designation of emeritus status if they are in good standing and have accumulated ten years of satisfactory service at the University. Such status is accorded by the President of the University to the recipients at appropriate times and places.

Source: Resolution of the Board dated September 8, 1969

1987 Compilation: Article 3c

Source: By Resolution of the Board dated August 15, 2009, Chapter 6 was amended by repealing the chapter in its entirety and enacting in lieu thereof a new Chapter 6.