



UNIVERSITY FACULTY BYLAWS

REGULATIONS AND BENEFITS

Ratified by the University Senate 7/30/08
Approved by the Board of Trustees 7/22/08

MISSION

To serve the nation through the education of health and biomedical professionals and the discovery of knowledge dedicated to improving the health of its people.

VISION

RFUMS will be a premier interprofessional health sciences University that advances academic excellence, furthers innovative research, serves with integrity, and respects diversity.

CORE VALUES

Excellence • Integrity • Professionalism • Scholarship • Scientific Curiosity

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AND
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PART 1:

Allocation of Authority

CHAPTER 1. Role of the University Faculty in Academic Governance

Article 1:1 Authorization

The University Faculty shares with the President of the University, the Vice President for Faculty Affairs and the academic Deans responsibility for the formulation of rules for the academic governance of the University under such directives and resolutions as the Board of Trustees, as communicated by the President of the University, may adopt or issue from time to time.

Article 1:2 Organization

The University Faculty, with approval of the President and the Vice President for Faculty Affairs, shall determine its own organizational structure and policies and shall adopt its own Bylaws and Rules of Procedure for the purpose of responsibly exercising the powers and performing the duties delegated to it. The existence of the University Faculty Bylaws is not intended to make the University Faculty a separate legal entity, but rather to provide the organization and rules for that part of the University known as the University Faculty.

Article 1:3 Authority of the Faculty

Subject to the limitations as set forth in Articles 1:1 and 1:2, the University Faculty shall share with the President, Vice President for Faculty Affairs and the academic Deans, responsibilities of governance in the areas of:

- I. Educational policy, curricular developments, and the organization of the University into schools, departments and, when appropriate, programs, institutes or centers.
- II. Requirements and procedures for the admission of students, and scholastic requirements for their continued enrollment.
- III. Requirements for graduation.
- IV. General welfare of the faculty and of the students.
- V. Criteria for faculty appointments, promotions, and tenure.
- VI. Periodic evaluation and review of the performance of individual departments.
- VII. Recommendations concerning the university budget.

VIII. Such other matters as may be brought to its attention from time to time.

Article 1:4 Effects of Constitution and Bylaws

In the event of any conflict at any time between these “University Faculty Bylaws, Regulations and Benefits” and the “Bylaws of Rosalind Franklin University of Medicine and Science”, the latter document shall govern.

CHAPTER 2. Allocation of Authority to the Faculties of Schools

Article 2:1 Faculty Appointments, Promotions, and Recommendations

Each school shall make the initial recommendations for new appointments to its faculty, for the promotions of its faculty, and for the recommendations regarding the granting of tenure subject to the rules and limitations as set forth in Chapters 5 and 7. In the exercise of this responsibility, each school shall establish its own specific merit criteria for the appointment and academic advancement of its faculty not in conflict with the general policies stated in Chapter 7. The procedures to be followed for appointments and promotions are found in the Faculty Handbook of Procedures and Policies.

Article 2:2 Governance

The Faculty of each school with the approval of its Dean shall:

- I. Form its own organization and adopt such bylaws and rules as appropriate to its function.
- II. Establish standing committees, councils, etc., and arrange for meetings of its Faculty.
- III. Delegate to its departments such powers, duties and responsibilities as necessary for their function.

In the event of any conflict between the Faculty Bylaws of any University School or College and the University Faculty Bylaws, the latter shall govern.

PART 2:

University Standing Committees

Chapter 3. The Standing University Committees

University committees provide counsel to the President and Vice Presidents of the University in the areas of special projects and in those areas that involve continuing institutional responsibility. University standing committees shall be appointed by and report to the University officer noted in the description of each committee. Committee composition shall balance the need for equitable distribution across Senate districts against the need for specific expertise. Committees are appointed annually coincident with each academic year.

The Standing Committees of the University include those listed below. Full descriptions of each committee are listed on the University web pages of the Officers to whom each committee reports (as noted).

Library Committee: (Vice President for Academic Affairs)

Space Allocation Committee: (Vice President for Research)

University Research Committee: (Vice President for Research)

Institutional Animal Care and Use Committee: (Vice President for Research)

Institutional Review Board for Protection of Human Subjects: (Vice President for Research)

Biohazards and Recombinant DNA Advisory Committee: (Vice President for Research)

Radiation Safety Committee: (Vice President for Research)

Information Technology Steering Committee: (Chief Information Officer)

Research Support Laboratories Oversight Committee: (Vice President for Research)

PART 3:

The University Faculty

CHAPTER 4. Organization of the University Faculty

Article 4:1 Membership and Titles

Section 4:1-01 Membership and Titles

The University Faculty shall comprise the instructional and administrative staff members holding one of the following academic appointments:

- A. Professor
- B. Associate Professor
- C. Assistant Professor
- D. Instructor

including those appointments to the above ranks that carry the prefix "Research", "Clinical", "Adjunct", and/or "Visiting".

Section 4:1-02 Voting Membership

In all elections concerning matters of University-wide concern, the right to vote shall be held by only those members of the various faculties with the non-prefixed rank appointments of Professor, Associate Professor, Assistant Professor, or Instructor.

Section 4:1-03 Academic Titles with Faculty Status

All appointments to the University Faculty shall bear indication of the school/college or division and departmental affiliation. An appointment to the faculty may be either to one of the full academic ranks or one of the prefixed ranks.

Eligibility requirements for appointment to each of these ranks are given in the sections that follow:

I. The Full Academic Ranks

The titles, in descending order of rank, shall be Professor, Associate Professor, Assistant Professor, and Instructor. Appointment to these ranks shall be given only to:

Tenure Track Faculty

- A. Full-time members of the University Faculty, defined as those who receive a fixed annual salary from the University for full-time residence and who

regularly perform all academic and professional activities under the direct auspices of the University.

- B. Members of the University Faculty stationed or assigned to affiliated hospitals (institutions) and who receive a salary from the University, whether directly or through the affiliated institution.
- C. Members of the University Faculty who are stationed or assigned to affiliated hospitals (institutions) and who receive a salary from the University which may be partially reimbursed by an affiliate institution, such individuals shall be considered full-time.

Clinical Educator Track Faculty

Appointment of a faculty member within the Clinical Educator Track category is applicable to full-time or core part-time, non-tenured, clinical faculty who are primarily engaged in patient care and teaching. ("Core" part-time Faculty refers to part-time faculty whose direct and indirect contributions to the University constitute at least half of their professional effort.) Faculty appointed to the Clinical Educator Track have all the privileges and conditions of full ranked faculty except tenure eligibility, and the term of such appointment shall coincide with the terms of appointment as outlined in Section 5:1 of the University Faculty Bylaws.

II. Administration

Full-time members of the University Administration who are affiliated with an academic department will have faculty status, academic rank and eligibility for tenure through the academic department of their affiliation. Administrative titles include the following:

- A. President of the University
- B. Chancellor
- C. Vice President
- D. Dean
- E. Vice Dean
- F. Associate Dean
- G. Assistant Dean

III. The Prefixed Academic Ranks

The titles for these ranks shall be as in Section 4:1-03, I, but shall be qualified by one of the following prefixes:

A. Adjunct

This prefix shall be used for non-clinical members of the faculty whose academic services to the University are either voluntary, that is, without financial compensation, or part-time with financial compensation.

B. Clinical

This prefix shall be used for members of the faculty whose academic services to the University are either voluntary, that is, without financial compensation, or part-time with financial compensation and who are either:

- 1) registered or certified nationally or licensed in the State of Illinois in the related health professions (such as psychologists, physical therapists, medical technologists, etc.); or
- 2) licensed to practice medicine, or eligible for licensure in the State of Illinois, or otherwise complying with the State of Illinois Medical Practice Act.

C. Visiting

This prefix shall be used in the three professorial ranks for persons whose appointment will be for full-time residence not to exceed one year. Specifically, the titles of Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor shall be reserved for visiting faculty from other academic institutions and the appointive rank shall be equivalent to that held at the parent institution.

D. Research

This prefix shall be used in the three professorial ranks for persons carrying out research and whose salary is funded by a specific grant or specified research funds for a specific time period.

IV. Honorary Titles

Honorary titles are Professor Emeritus and Distinguished Professor.

A. Professor Emeritus

To be eligible for consideration for Emeritus status, a faculty member must be retiring from the University, must have been a permanent employee, have had tenure, and have held the rank of Professor or Associate Professor for a minimum of five years immediately prior to retirement. A nominee must have made major professional contributions while on the faculty of the University, with sufficiently established research, service and teaching to have achieved

eminence so that the title Emeritus will be an honor to the individual and to the University.

B. Distinguished Professor

This title is bestowed upon a limited number of unusually qualified full-ranked professors whose academic accomplishments have gained national or international recognition and who have brought special honor to the University. This honorific is conferred upon faculty members with active status, and is not associated with retirement from the University.

Section 4:1-04 Academic Titles without Faculty Status

I. Lecturer

This title may be used for a person who participates part-time in a teaching program of the University.

II. Research Associate

The title of Research Associate may be given to a postdoctoral fellow or individual with commensurate abilities and experience who is engaged in research activities in collaboration with, or under the supervision of, a member of the University Faculty.

CHAPTER 5. Appointment, Promotion and Tenure of the Faculty

Article 5:1 Provisions

All appointments shall specify in writing the conditions and responsibilities of the appointment as well as their salary sources. All promotions shall become effective following approval by the Board of Trustees. New appointments shall become effective at the specified appointment time following approval of the Board of Trustees.

Second and Joint Appointments

Most members of the University Faculty shall have their primary appointment in only one academic department of instruction within the University. A member of the faculty may have a second appointment in a department of the same or another school, provided that it will serve to enhance the educational or research programs. Wherever possible, the academic rank of the faculty member in the department of second affiliation should be the same as that held in the department of primary affiliation. Furthermore, the salary of faculty members having such second appointments shall reside solely in the budget of the department of primary appointment. Guest lectures, limited committee or planning work, or advisory research assistance on a small scale should be considered part of the primary position description of the faculty member and do not warrant either a second appointment or extra payment. Such efforts should be

credited as part of the faculty member's primary position for evaluation and merit purposes. Promotion in rank in the primary department will automatically generate a parallel change in rank in the second. Renewals (or non renewals) of faculty appointments will come from the primary department. *Discontinuation of a primary position will result in an automatic review of the secondary position by the school granting the secondary position. The chair of the department issuing the secondary appointment will evaluate the faculty member to determine if the services the faculty renders to his or her department warrants a primary faculty appointment.*

Joint appointments may also be given across departments or schools and are distinguished from second appointments by the magnitude of effort shared in the two departments. Such joint appointments should be defined by the percent workload and salary to be expected from each unit involved in the joint appointments (e.g. 50% time and salary from "department A" and 50% time from "department B"). Appointments, renewals, evaluations, incentives, and salaries in the two units are independent from one another and must be renewed separately by each entity. Salary changes and merit adjustments apply only to that portion of the salary being evaluated. A primary department should be designated in order to categorize each faculty member for purposes of Senate membership, e-mail lists and other identifiers. Rank and title should be the same in both units. Salary sources will be specified in the annual appointment letter.

Administrative Appointments

If a tenured member of the University faculty is appointed to an administrative position, tenure shall not be revoked but shall apply only to the position as a member of the faculty. If the faculty member resigns or is released from an administrative position and the total salary has been listed in the administrative budget, the faculty member shall be guaranteed a salary at least equal to the median salary for the rank held in the academic department of their primary appointment, but in no case less than what the previous salary would be had the individual continued in that departmental position and received the annual average salary increases.

If a tenured member of the University faculty holds an administrative position for which an administrative stipend is a supplement to the faculty salary, tenure shall extend only to the salary as a member of the faculty.

Section 5:1-01 Criteria for Appointments, Promotions and Tenure

As a university of health sciences, the Rosalind Franklin University of Medicine and Science is committed through the teaching and training of its students and through the research efforts of its faculty to the advancement of knowledge in the fields of health care and the understanding, prevention, and cure of disease. In order to meet this commitment, the goal of the University is to recruit, retain and reward faculty members on the basis of superior teaching and research. Among the criteria by which every candidate for an initial faculty appointment, a promotion or tenure shall be judged by faculty appointive bodies are ability as a teacher, quality of

research or other scholarly activity, and service contributions to the intellectual community in the capacity as a faculty member. The candidate is expected to demonstrate strength in at least two areas for promotion or tenure with contributions in the third. Promotion to the rank of full professor is justified only in those instances where documentation is presented that indicates a consistently high level of scholarly activity that is recognized nationally and/or internationally. It is the committee's responsibility to judge each candidate with flexibility in consideration of contributions in these areas, contingent on the candidate's responsibilities, which may represent heavier commitments in one of these areas over another. The achievement of and commitment to excellence in the candidate's areas of responsibility are absolute qualifications for appointment, promotion and/or tenure.

The procedures to be followed for appointments and promotions are found in the Faculty Handbook of Procedures and Policies, which may be supplemented by the Bylaws of a School or College within the University. As part of this process, there shall be a discussion each year between the Chair of the department or the administrative designate and each faculty member as to progress towards promotion and/or tenure as defined in the original appointment letter to the faculty member.

To assist committees in their deliberations, the guidelines as set below are to be considered. In its deliberations regarding these points, committees shall solicit and consider various sources of evaluation of the candidate's worthiness, which shall include, but not be limited to: the department chair's comments, solicitation of student opinion (past and present), peer evaluation, contributions to academic governance, university service and examination of published works, etc.

It is expected that members of the University clinical faculty whose principal responsibility to the University is patient care will be appointed in the Clinical Educator Track. However, clinical faculty may be considered for tenure track appointments if they are making a major contribution to the University in research and/or education.

I. Teaching

For appointment and promotion there must be clear documentation of the candidate's ability, interest, and enthusiasm as a teacher.

II. Research

There must be evidence that the candidate is continuously and effectively engaged in scholarly activity of high quality. Account shall be taken of the type and quality of creative activity normally expected in the candidate's field. Documented evidence must be provided of genuine scholarship, productivity, and creativity in such form as published research or recognized creative production. Other viable factors for consideration are awards received, acquisition of research funds through competitive grant mechanisms, invited

participation in symposia, the commission of reviews, referee activities, and all such other sources deemed relevant.

III. Professional Service

The Faculty has a vital role in the governance of the University and in the formulation of its policies. Effective service in this regard is expected of all faculty members. Recognition should be given to scholars who participate effectively and productively in faculty governance and in the formulations of departmental and University policies. Similarly, contributions to student welfare through service on student-faculty committees, as an advisor to student organizations, or as a contributor to the promotion of cultural pluralism of the University should be considered. Recognition should be given to contributions furthering the cultural and intellectual atmosphere of the University.

Candidates may also demonstrate their service contributions through effective participation at the community, state, national professional level, and/or governmental level through service on accreditation teams, on extramural grant review boards, as an officer of professional organizations, or as a professional consultant for the public good.

Providing clinical care is considered a service function at the University. An environment of clinical excellence, as perceived by patients, students, house staff, faculty, and the public, is necessary for teaching students. Skillful clinical work, reflecting knowledge, judgment, respect, compassion, and altruism of the faculty in their relationships with patients and colleagues should be considered in promotion decisions.

Section 5:1-02 Granting Tenure

Tenure may be given to full-time members of the University Faculty (as defined in Section 4:1-03, I) who are integral to the mission of the institution. The decision to award tenure shall be determined following rigorous review of the applicants' credentials by all the appropriate academic committees and administrative offices, and with the concurrence of the Board of Trustees. Academic tenure, once acquired, shall be terminated only for those reasons specified in Section 5:2-02, and must follow the procedures and constraints detailed there. Academic review for awarding tenure is initiated: 1) by the Chair of the department through the Dean of the school, or 2) by the Dean upon petition by eligible full-ranked faculty following seven full years of continuous appointment at the University (see Section 7:2-02). At the request of the Dean such recommendations must then be considered for merit by the appropriate faculty peer-review committee, which shall be provided for in each school's Bylaws. The school's review committee will forward its recommendation to its Dean. The Dean may forward a positive recommendation by the review committee to the University Credentials and Tenure Committee for merit review unless additional factors other than those considered by the review

committee are deemed significant. In the case of disapproval at any level of review, the Dean must submit a letter to the faculty member and the appropriate Chair as to the reason(s) for the disapproval. Upon conclusion of the University Credentials and Tenure Committee deliberations, its recommendation shall be transmitted in writing to the Vice President for Faculty Affairs, and finally to the President of the University. Upon approval by the President and the Board of Trustees, the awarding of tenure shall be made by a letter signed by the President of the University. If disapproved by either the Vice President for Faculty Affairs, the President or the Board of Trustees, a letter shall be sent to both the faculty member and the appropriate Chair as to the reason(s) for the disapproval. If a faculty member wishes to appeal a negative decision, the appeal should be made to the University Faculty Affairs Committee. It should be noted that the initiation of the tenure review process is not a guarantee that the tenure review will be completed. If circumstances that are inconsistent with the review for tenure arise at any time during the process, the review may be terminated and the candidate will be informed in writing by the President of the University of the reason for the decision.

Section 5:1-03 Terms of Appointment

It is the policy of the University that no person shall hold a full-ranked academic appointment of Instructor, Assistant Professor, Associate Professor, or Professor while simultaneously holding a full-time faculty position at another institution except by permission of the Dean of the school, and with written concurrence from both institutions. Those faculty members holding a primary appointment at another institution are not eligible for tenure or annual compensation from the University. Any benefits provided to such faculty must be agreed by the Dean of the School, the Vice President for Faculty Affairs, and the University President. Furthermore, although an appointment will designate a specific departmental affiliation in a school, it should be recognized that all appointments are to the University and that University policy shall govern the conditions and terms of all appointments including the eligibility standards for tenure and the granting of tenure. This also serves to emphasize that members of the University Faculty have the responsibility and obligation to take part in University assignments and in University governance as well as to fulfill those duties and scholarly activities expected of them as faculty members.

Once appointed, the faculty member's position may be renewed for one to three years, unless non-reappoint is forthcoming, as defined in Section 5:2-01, with the exceptions of prefixed academic ranked faculty and lecturers as described in II and III (below). Appointment renewals shall be in whole years only and governed by the limits described in this section. Once a faculty member is granted tenure, further letters of reappointment are not necessary.

Faculty salaries shall be established on the basis of the University's fiscal year and will be paid in equal installments throughout each appointment year. When a portion of a faculty member's salary is paid by an affiliated institution and that faculty

member is discharged or resigns from that affiliated institution before the expiration of that faculty member's then current University appointment year, the University shall be responsible for that portion of the salary previously committed to by the University in writing for, or previously paid by the University during (whichever is higher) the appointment year in which the discharge or resignation described above takes place.

I. Full Academic Ranked Faculty

A. Instructors

The rank of Instructor shall not carry tenure. The term of initial appointment shall be for one year and may be renewed on an annual basis.

B. Assistant Professor

The rank of Assistant Professor shall not carry tenure. The initial term of appointment shall be for a defined term not to exceed three years and eleven months and shall end on June 30 of the final year. The appointment may be renewed for additional terms of one to three years per reappointment period. If an Assistant Professor has not been promoted to the rank of Associate Professor by the end of five full years of full-time service at the Assistant Professor level at the University, the faculty member shall be notified by the Chair whether subsequently:

- 1) the appointment will not be renewed; or
- 2) the faculty member will be promoted to Associate Professor; or
- 3) the faculty member will be reappointed Assistant Professor for one to three years.

C. Associate Professor and Professor

Appointment or promotion to these ranks may or may not be tenured. If not tenured, the initial appointment shall be for a term of one to three years and shall end on June 30 of the final year. The appointment may be renewed for additional terms of one to three years per reappointment period. An appointment without tenure shall not prevent future consideration for tenure.

II. Prefixed Academic Ranked Faculty

Appointment to academic ranks prefixed with "Clinical", "Adjunct", or "Research" shall be for one-year terms and may be renewed on a yearly basis. Renewal of such appointments is not automatic and must occur at least 4 months in advance of its termination. These appointments shall not carry tenure.

III. Lecturer (Note that lecturer holds no faculty status)

The appointment period shall be up to one year in length and may be renewed. It shall not carry tenure.

Article 5:2 Non-Reappointment

Section 5:2-01 Non-Reappointment of Non-Tenured Faculty

A decision of non-reappointment may be based on consideration of (a) professional competence and/or (b) institutional policy or program development.

When a recommendation not to renew an appointment has been reached, the faculty member involved shall be informed of that recommendation in writing by the Chair of the department in which the faculty member's primary appointment resides.

The Dean of the school shall be responsible for making the final decision to terminate a faculty member in that school. A decision to terminate shall be sent to the faculty member in writing by the Dean.

The faculty member may request that the Faculty Affairs Committee review a termination decision. If such a request is made, it is the responsibility of the faculty member to state the grounds upon which the challenge is based and the burden of proof rests upon the faculty member.

Written notice that an appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment, as follows:

- I. prior to March 1 of the first academic year of service if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least four months in advance of its termination. (This rule applies to any prefixed faculty member, regardless of the total period of service.)
- II. not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
- III. after 20 months or more of service, notice shall be given prior to the final 12-months of the appointment.

Section 5:2-02 Terminations

The only circumstances under which the University may terminate a faculty member prematurely, whether tenured or not, are where just cause, financial exigency, or elimination of a program exists. As part of the termination, a tenured faculty member shall forfeit tenure.

- I. Just Cause: Incompetence, moral turpitude, neglect of duty, commission of a felony, improper professional conduct, or academic misconduct including scientific misconduct shall constitute just cause for termination of the appointment of a faculty member. The procedures to be followed in dismissal for cause are detailed in the Faculty Handbook of Procedures and Policies.
- II. Financial Exigency: Financial exigency in the University is defined as an anticipated University-wide budgetary deficit so great that either a reduction of faculty salaries or faculty positions must be contemplated. The state of financial exigency may be announced at any time by the President to the Senate.
- III. Elimination of Program: Under certain circumstances, elimination of an institutional program or academic organizational unit may lead to termination of faculty members.

Article 5:3 Imposition of Sanctions

If the Dean of a school determines that the conduct of a tenured or non-tenured faculty member whose primary appointment resides in that school, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a sanction by the Dean, the Dean shall inform the Vice President for Faculty Affairs of this conclusion. The procedure for imposition of sanctions is detailed in the Faculty Handbook of Procedures and Policies.

Article 5:4 Imposition of Reprimands

If the Dean of a school believes that the conduct of a tenured or non-tenured faculty member whose primary appointment resides in that school requires a reprimand to be placed on record, the Dean shall notify the Vice President for Faculty Affairs and the faculty member of the basis of the action. The procedure to be followed is detailed in the Faculty Handbook of Procedures and Policies.

Article 5:5 Resignations

A faculty member is requested to submit a letter of resignation to the Dean of the school in which the primary appointment resides at least three months in advance of the termination date. Resignations shall be acknowledged by the Dean within ten (10) days of receiving notification of the resignation.

CHAPTER 6. The University Senate

Article 6:1 Role and Function

The Senate is the body of the University Faculty having the legislative authority and responsibility for the formulation and submission to the President through the Vice President for Faculty Affairs of University-wide academic policies. It may also consider any issue affecting the general welfare of the University. In its deliberations and recommendations, it shall be accountable to the University Faculty and responsible to the President through the Vice President for Faculty Affairs. In matters not in conflict with University regulations, it shall not infringe upon the freedom or the autonomy of any department, school, or division in the conduct of its internal affairs as set forth and approved by the Vice President for Faculty Affairs and the President of the University.

Article 6:2 Organization

Section 6:2-01 Eligibility for Election to the Senate

Full-rank instructional faculty, as defined in Section 4:1-03, I.A, with the academic rank of either Professor, Associate Professor, Assistant Professor, or Instructor, shall be eligible for election to the Senate. Eligibility for election shall require that the faculty member shall have been in residence for at least one year prior to occupying a seat in the Senate.

Section 6:2-02 Composition of the Senate

The Senate shall comprise senators elected from the eligible membership of the University Faculty. The President of the University, the Vice President for Faculty Affairs of the University, and the Deans of the schools, or their designated representative, shall also be members ex-officio of the University Senate.

I. Apportionment

For the purpose of electing senators to the University Senate, the University Faculty shall be divided into four districts as follows:

District I: The full-rank instructional faculty of the School of Medicine Clinical Departments.

District II: The full-rank instructional faculty of the School of Medicine Basic Science Departments.

District III: The full-rank instructional faculty of the College of Health Professions Departments.

District IV: The full-rank instructional faculty of the Dr. William Scholl College of

Podiatric Medicine Departments.

All districts shall be entitled to voting units equivalent in number to, and corresponding with, their academic departments of instruction. A department, as a voting unit, can be represented through only one district. School affiliation, for voting unit purposes, will be based on primary budget source for instructional activities. Each voting unit or department of these districts shall elect one senator from its eligible membership. In addition, senators shall be elected at-large from the respective constituencies of each district so that the total senators shall number the number of departments plus five (5) from District I, the number of departments plus four (4) from District II, the number of departments plus two (2) from District III and District IV.

II. Changes in Apportionment

All changes in apportionment shall be made by the Rules Committee of the Senate and shall be based upon their review of University Faculty roster data prior to the holding of elections to the Senate.

III. Eligibility of the University to Vote in Elections for Senators

All full-rank instructional faculty of the University, irrespective of academic rank, are eligible to vote for senators.

Section 6:2-03 Terms of Office

Election to the Senate shall be for a term of two years and shall be carried out by such procedures as necessary to ensure that no more than one-half of the total seats will become vacant in any one year. Retention of a Senate seat is dependent upon continuation of eligibility for membership in the Senate.

A newly elected senator shall assume the seat in the Senate at the beginning of the academic year following election.

Section 6:2-04 Nomination and Election of Members

All elections shall be held prior to the end of the academic year for terms of office to begin at the start of the next academic year.

I. Senators Elected by Voting Units

The Rules Committee shall send (in writing or via e-mail) a Notice of Elections for voting unit Senate seats to all faculty by January 31. Nominations (either nomination of a colleague or self-nomination) shall be made by February 15th (or the following business day if the 15th falls on a weekend or holiday). Nominations shall be made by notifying the other members of the voting unit in writing or by e-

mail. The standing senator of each voting unit shall conduct an election by secret ballot. Each voting unit shall elect its senator by majority of the votes cast, and shall notify the Rules Committee and the Senate Council of the results before February 28th.

II. Senators Elected At-Large

The Rules Committee shall send results of voting unit elections and a Notice of Elections on March 1st (or the following business day if the 1st falls on a weekend or holiday) of upcoming elections for at-large Senate seats. Nominations (either nomination of a colleague or self-nomination) shall be made by March 15th (or the following business day if the 15th falls on a weekend or holiday). Nominations shall be made by notifying the Rules Committee in writing or by e-mail. The Rules Committee shall complete an election by secret ballot among district faculty (majority of votes required for election) and shall notify the Senate Council of the results before March 31st.

III. Mid-term vacancies of Senate seats

A vacancy in the Senate membership created by resignation or departure of a faculty Senator will be filled by the Senate Council by selecting a replacement member from the same voting unit. Such a replacement shall serve for the remaining term of that seat.

Section 6:2-05 Officers of the Senate

The officers of the Senate shall be a Principal Senator, a Deputy Principal Senator, and a Secretary and they shall be elected by the members of the Senate. Ex-officio members and/or full ranked faculty members holding administrative positions, e.g. Department Chairs, Assistant or Associate Deans, etc., shall be ineligible for all elective offices. *Should a sitting Faculty Senate Officer's term as Senator expire before their term as officer, they would remain a Senator until the end of their term as officer. Their Senate seat would be up for election at its scheduled time.*

I. Terms of Office

Officers of the Senate shall be elected for two-year terms and may be re-elected for one more consecutive term.

II. Procedures for Election

As soon as Senate elections are completed (by March 31st at the latest), the Rules Committee shall communicate the results to all standing senators and shall solicit from them nominations for Senate officers. Nominations shall be made by April 10th (or the following business day if April 10th falls on a weekend or holiday).

Election of officers, including Councilors to the Senate Council, shall then be carried out by the Rules Committee, in accordance with appropriate nominating and secret balloting procedures. Candidates for these positions shall be nominated and chosen from those who will be in the Senate during the next academic year; nominations and voting will be done by those who are in the Senate during the current academic year. Elections shall be completed by April 20th (or the following business day if the 20th falls on a weekend or holiday). Results of all elections shall be included in the agenda for the last regularly scheduled Senate meeting of the academic year.

For the sake of continuity, when possible, the Principal Senator should be the person who has just completed a term as Deputy Principal Senator (although it is recognized that this may not always be the case). The Principal Senator and Deputy Principal Senator shall be elected in odd-numbered years, and the Secretary in even-numbered years.

III. Duties

A. Principal Senator

The Principal Senator shall prepare the agenda for, and be the presiding officer of, all meetings of the Senate. In concert with the Senate Council, the Principal Senator shall present the will, opinions, and actions of the Senate to the University Faculty and to the Vice President for Faculty Affairs. The Principal Senator shall represent the faculty on any issue that the Principal Senator deems necessary to be brought before the Board of Trustees.

B. Deputy Principal Senator

In the absence of the Principal Senator, the Deputy Principal Senator shall assume the duties of the Principal Senator and be responsible for all such duties as may be assigned by the Principal Senator.

C. Secretary

The secretary shall see to the distribution of all agenda, notices, and acts of the Senate, act as a curator of its records including its membership roster and, in concert with the Rules Committee, see to the proper execution of all elections within the Senate.

Article 6:3 Delegation of Authority to the Senate and Senate Committees

Section 6:3-01 General Provisions

The University Senate, as the elected body of the University Faculty, shall have the authority to consider any matter of academic policy, and make recommendations to the University Faculty and to the Vice President for Faculty Affairs. It shall also consider and make recommendations on any issue remanded to it by the Vice President for Faculty Affairs

Section 6:3-02 Legislative Authority

The University Senate shall have legislative authority over matters of academic concern to the University as a whole except those matters reserved specifically for the President or the Board of Trustees as defined in the document entitled " Bylaws of the Rosalind Franklin University of Medicine and Science" as adopted by the Board of Trustees. Specifically, it shall have the authority to:

- I. Formulate and recommend academic policies to the Vice President for Faculty Affairs for submission to the President of the University.
- II. Appoint Standing and Ad Hoc committees of the Senate.
- III. Review for approval any recommendation that would result in the granting of tenure.
- IV. Review and approve all policy recommendations representing actions of the Senate Council with the exception of those actions that the Senate designates to the Council.

Section 6:3-03 Senate Committees

Major issues confronting the Senate shall be considered by committees as the deliberative bodies of the Senate. In their actions and recommendations, these committees shall be directly responsible to the Senate Council and, through this body, to the membership of the Senate.

I. Senate Standing Committees

A. Eligibility for Membership

All members of the Senate shall be eligible for election to the Senate Committees with the exception of ex-officio members.

B. Election and Appointment Procedures

A suggested list of committee assignments, including the nominee for committee chair, will be prepared by the Senate Council and presented to the Senate by the Principal Senator. Election to the Standing committees of the Senate shall be by a vote in the Senate. Committee membership shall be

structured to include both experience and expertise of continuing members and the freshness and inclusion of new members. With the needs of succession planning in mind, wherever possible terms of office shall be for two years, with each term to be effective at the beginning of the academic year following election to office, and members may be elected for up to two additional successive terms.

C. The Standing Committees

The Standing Committees of the Senate and their authority shall be as follows:

1) Rules Committee

This committee shall propose all rules for the proper functioning of the Senate, propose and consider all amendments to the Bylaws of the Senate and make recommendations for revisions thereto. In the implementation of these charges, it shall maintain the Rules of the Senate, and provide for, oversee, and report the results of all elections.

2) Sabbatical Leave Committee

This committee shall review for approval all requests from eligible members of the University Faculty for sabbatical leave. (The eligibility requirements for requesting a sabbatical leave are detailed in Section 9:1-01.) Its actions on all applications will be transmitted directly to the Vice President for Faculty Affairs.

3) University Credentials and Tenure Committee

This committee shall have final faculty authority to review all recommendations for tenure or an honorary title, and to communicate its recommendations to the Principal Senator and the Vice President for Faculty Affairs. The committee will also maintain the roster of tenured members of the University Faculty, and make recommendations concerning tenured staffing patterns consistent with the maintenance of a viable and vigorous University Faculty. The committee shall consist of seven members, at least four of whom are members of the Senate, and one supernumerary, who should be a tenured Senator. All Schools of the University shall be represented and, in so far as possible, all members shall be tenured.

Upon receiving a recommendation from the committee, the Vice President for Faculty Affairs shall make a judgment as to whether tenure or an honorary title should be granted or denied. Tenure and honorary titles are conferred with the concurrence of the University President, and the approval of the Board of Trustees of the Rosalind Franklin University of Medicine and

Science.

4) Faculty Affairs Committee

This committee shall consider questions of academic freedom, loss of tenure, dismissal, due process, grievance, and other issues of concern. The committee shall consist of seven members, at least four of whom are members of the Senate. A majority of the Committee shall be tenured. Matters for consideration shall be presented in writing to the committee.

5) Awards Committee

This committee will recommend to the Vice President for Faculty Affairs recipients for honors and awards, and may establish other means of recognizing meritorious faculty. The committee will be composed of nine (9) members of the full-ranked academic faculty who do not have an administrative position. The committee will include two (2) persons from the College of Health Professions, two (2) persons from the Graduate School, two (2) persons from Scholl College of Podiatric Medicine, and three (3) persons from the Medical School (at least one each from the clinical and basic science faculty). Committee members need not be members of the University Senate. If a member of the committee is nominated for an award, that member will not participate in the committee discussions of that award.

II. Ad Hoc or Special Committees

These shall be committees authorized by the Senate Council as needed to deal with any specific issue. Appointments shall be made by the Principal Senator with the concurrence of the Council. Upon completion of its charge, each committee shall be automatically dissolved.

Article 6:4 Meetings of the Senate

Section 6:4-01 General Conduct

Meetings of the Senate shall be held at least four times throughout the academic year with the Principal Senator, or if absent, the Deputy Principal Senator, as the presiding officer. Notice of meetings and their agenda shall be distributed to the members at least two weeks in advance and all agenda will provide for the inclusion of New Business. Minutes of all meetings shall be kept by the Secretary and distributed to members prior to the next meeting.

A quorum for the conduct of business shall be one-quarter of the membership. All members shall have an equal vote and all actions of the Senate shall require a majority vote of the members present.

The most recent edition of *Standard Code of Parliamentary Procedure* by A. Sturgis shall be the parliamentary authority for the conduct of all business not expressly provided for otherwise.

Section 6:4-02 Rights of Petition for Meetings

In addition to regularly scheduled meetings of the Senate, additional meetings shall be called by the Principal Senator upon recommendation of the Senate Council or upon submission of a written agenda to the Principal Senator by any five members of the Senate Council or upon submission of a written agenda to the Principal Senator by any seven members of the Senate at least 10 days in advance of the requested meeting. Meetings may also be called upon request of the Vice President for Faculty Affairs.

Article 6:5 The Senate Council

Section 6:5-01 Membership

The membership of the Senate Council shall be composed of:

- I. The Principal Senator, the Deputy Principal Senator, and the Secretary of the Senate
- II. Four Councilors (one from each School or College in the University) who shall be members of the Senate
- III. The Vice President for Faculty Affairs of the University as ex-officio member
- IV. *The Past Principal Senator will serve on the Senate Executive Council for 1 year to assure a smooth transition.*

Section 6:5-02 Election of Councilors

As soon as Senate elections are completed (by March 31st at the latest), the Rules Committee shall communicate the results to all standing senators and shall solicit from them nominations for Senate Councilors. Nominations shall be made by April 10th (or the following business day if the 10th falls on a weekend or holiday).

Councilors shall be elected by the members of the Senate. Councilors from the Medical School and the School of Graduate and Postdoctoral Studies shall be elected in odd-numbered years, and those from the Dr. William M. Scholl College of Podiatric Medicine and the College of Health Professions shall be elected in even-numbered years. Candidates for these positions shall be nominated and chosen from those who will be in the Senate during the next academic year; nominations and voting will be done by those who are standing Senators during the current academic year. Elections shall be completed by April 20th (or the following business

day if the 20th falls on a weekend or holiday). Results of all elections shall be included in the agenda for the last regularly scheduled Senate meeting of the academic year.

Section 6:5-03 Terms of Office

Terms of office shall be for two years and shall commence at the beginning of the academic year following election; however, retention of a Senate Council seat shall be dependent upon continuation of eligibility by virtue of membership in the Senate.

Section 6:5-04 Powers and Responsibilities

The Senate Council shall act as the executive body of the Senate and in all of its actions is accountable and responsible to the membership of the Senate.

Section 6:5-05 Meetings

The Principal Senator, or if absent, the Deputy Principal Senator, shall act as the Chair of the Senate Council. The Principal Senator shall call all meetings and be responsible for the agenda. Additional meetings may be called at the request of any Councilor or the Vice President for Faculty Affairs. A quorum for the conduct of business shall consist of five members. All members shall have an equal vote and a majority of all votes cast shall be sufficient to resolve an issue.

Article 6:6 Faculty Representative to the Board of Trustees

Section 6:6-01 Selection of the Faculty Representative

In April of every third year, the Rules Committee will send a notice to all faculty soliciting nominations for the Faculty Representative to the Board of Trustees. In May that year, the Senate Rules Committee will accept in nomination the names of at least three faculty members as candidates for the position of Faculty Representative to the Board of Trustees. Nominations may be made by any full-rank faculty member. Nominees must be full-rank faculty, with the academic rank of Professor, Associate Professor, or Assistant Professor. Senators will vote by secret ballot for up to three of the nominees. A list containing the names of the top three vote getters will be forwarded to the President of the University and the Board of Trustees, who will select a person to serve for a three year term, beginning on July 1 of that year.

Section 6:6-02 Term of Office

The term of office shall be for three years.

Section 6:6-03 Responsibilities

The elected representative shall attend all meetings of the Board of Trustees and shall report to the Senate, as appropriate.

CHAPTER 7. Academic Freedom and Tenure

Article 7:1 Academic Freedom

Section 7:1-01 The Responsibility of the University

A vital role of a university is to stimulate the thinking and creativity of its faculty and students. Since it is an institution that deals in ideas, the University must provide an environment that supports the development of new ideas. Academic Freedom helps foster this environment, and is therefore not solely a right and privilege of the faculty, but is the fulfillment of the obligation on the part of the University to provide an atmosphere in which intellectual growth may take place.

Section 7:1-02 Special Responsibility of the Faculty

The faculty subscribes to the following statement on academic freedom and faculty responsibility, as modified from the Policy Documents and Reports of the American Association of University Professors (1990 edition):

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon a written understanding with the Chair of the department and with concurrence from the Dean of the school.

Faculty members are entitled to freedom in the classroom in discussing their subject, but should be careful not to introduce into their teaching controversial matter, which has no relation to their subject.

Faculty members are citizens, members of a learned profession, and officers of the University. When they speak or write as a citizen, they should be free from institutional censorship or discipline, but this special position in the community imposes special obligations. As an individual of learning and an educational officer, faculty members should remember that the public may judge the profession and the University by these utterances. Hence, faculty members should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not a spokesperson for the University.

Section 7:1-03 Academic Freedom

The University subscribes to the principle of academic freedom; tenure is an

indispensable pre-condition for academic freedom. It is a guarantee that the University subscribes to the principle of academic freedom; its faculty may not be dismissed without adequate cause. Termination of tenure should occur only under those conditions stated in Section 5:2-02. In the interpretation and application of these principles, the University authorities shall be quick to protect the heritage of academic freedom; but in doubtful cases, these same authorities should remember that an excess of freedom is always less dangerous than an excess of constraint. Any limitations to academic freedom by the University must be clearly stated in writing at the time of the initial appointment.

Article 7:2 Tenure

Section 7:2-01 Defined

The concept of academic tenure shall mean indefinite tenure with continuous appointment to at least the highest academic rank last acquired without discriminatory loss in salary, position, or academic privileges.

We affirm that with tenure comes professional responsibility, the obligation conscientiously and competently to devote one's energies and skills to the research, teaching, and/or service missions of the University.

Academic tenure, once acquired, shall be terminated only for those reasons articulated in Section 5:2-02. When a tenure appointment is terminated because of financial exigency, the place of the released member of the faculty shall not be filled by an appointee for a period of two years unless the released member has been offered reappointment and, after a time of 60 days for consideration, has declined. When tenure is terminated because of "improper professional conduct", such termination must follow due process procedures, as described in the Faculty Handbook of Procedures and Policies, which shall include a review by and recommendation of the Faculty Affairs Committee of the University Senate.

Section 7:2-02 Eligibility

Unless otherwise prescribed as a provision of appointment, only full-time members of the University Faculty, as defined in Section 4:1-03, I.A, are eligible for tenure provided they are also either an Associate Professor or Professor.

Members of the University Faculty stationed at other affiliated hospitals (institutions), even though they may be eligible for full academic rank, are not eligible for tenure unless they fulfill the criteria of "full-time instructional members of the University Faculty", as defined in Section 4:1-03, I.A, and hold the rank of Associate Professor or Professor.

The general criteria by which an applicant for tenure will be judged by the University Tenure and Credentials Committee are defined in Section 5:1-01. Additional specific

requirements for tenure may be determined by the Bylaws of the individual schools. Tenure-track faculty members who have achieved the rank of Associate Professor or Professor are eligible to be considered for tenure by the appropriate academic committee in their respective schools. The tenure review may be initiated by the department Chair, or by the Dean of the school upon petition by the eligible faculty. The department Chair may initiate the tenure review for new prospective faculty candidates prior to them accepting an offer for a faculty position or anytime thereafter until the arrival of the “expiration date”, as defined below. The Dean may initiate the tenure review for a faculty member only after he/she has had seven years of continuous full time appointment as a faculty member to the University but not later than the “expiration date”.

The Chair or Dean may initiate the tenure review for a faculty member, as defined above until an expiration date. The “expiration date” is defined as the last day of the ninth year that the faculty member has been a full time faculty member in a tenure track position in the University. This date may be extended for good cause with the approval of the Dean and the Vice President for Faculty Affairs. Maternity or paternity leave are potential examples of “good cause”, which might extend the “expiration date” by one year per occurrence.

In the instance that a faculty member has had a prior tenure track, but un-tenured position at another institution the “expiration date” will shorten by one year for each full year of the prior appointment, but to a maximum shortening of three years, leaving a minimum “expiration date” of six years from arrival at Rosalind Franklin University.

Article 7:3 Tenure Processes and Procedures

The University subscribes to the processes and procedures provided in the Faculty Handbook of Procedures and Policies.

Article 7:4 Grievances

Any faculty member may appeal, within one month, a decision of the Vice President for Faculty Affairs, in writing to the President of the University.

CHAPTER 8. Amendments, Revisions and Adoption Procedures

Article 8:1 Amendments

Proposals for amendments to these Bylaws may be initiated upon:

- I. written request by the Vice President for Faculty Affairs upon approval of the President of the University, or
- II. petition by five members of the University Senate, or

III. petition signed by 25 members of the University Faculty.

All such requests to amend shall contain a statement of the proposed amendment and shall be accompanied by reasons for the alleged need to amend.

All proposals for amendments shall be submitted to the Secretary of the Senate for review by the Senate Council. Within two months of receipt of the request to amend, the Secretary of the Senate shall submit, by written notice, the original proposal to amend, along with the Senate's recommendations, to the members of the University Faculty.

Provided that the Notice to Amend has been distributed at least two weeks in advance to the University Faculty, it shall be included in the agenda of the next regularly scheduled meeting of the University Senate. The Senate then shall vote on the proposed amendment with a majority of all votes cast being required to ratify. Voting shall be by secret ballot.

If a proposed amendment has been ratified by the University Senate, the amendment shall become a part of these Bylaws upon approval by the Vice President for Faculty Affairs, the President of the University and the Board of Trustees.

Article 8:2 Revision and Adoption

Every three years a committee appointed by the Principal Senator, with the approval of the Senate Council, or under exceptional circumstances to be approved by two-thirds vote of the Senate, shall review these Bylaws (i.e., PARTs 1, 2, and 3 of this Document) and shall submit its recommendations to the Senate Council as to whether a special committee should be convened for the purpose of formulating new University Bylaws.

Upon at least one month's notice to the University Faculty, enactment of a resolution to undertake revision of the University Bylaws shall require a majority vote by the Senators present at a meeting of the University Senate.

Upon one month's notice to the faculty, the results of the Bylaws Revision Committee will be presented by the Principal Senator at a meeting of the University Senate. A majority vote by the Senators present is needed for passage. This vote is by secret ballot. If passed by the University Senate, the revised Bylaws will be transmitted through the Vice President for Faculty Affairs to the President of the University for presentation to the Board of Trustees. The University President will notify the Principal Senator of the action of the Board of Trustees, in writing, within six months of Senate passage.

PART 4:

Faculty Benefits and Regulations

CHAPTER 9. Leaves of Absence

The University provides for the granting of several different types of Leaves of Absence. They may be with or without pay. In all leaves with pay, continuance of salary shall refer only to the portion of the faculty member's salary as provided by the University.

Article 9:1 Professional Leaves

Section 9:1-01 Sabbatical Leaves

The University subscribes to the principle of the need and desirability for members of the faculty to avail themselves of the opportunity for research and intellectual enrichment that will contribute to their academic stature and achievement. The granting of sabbatical leaves will depend on the availability of funds and the ability of the department or school to maintain necessary teaching commitments, either by reallocation of the workload or by provision for temporary replacement.

Eligibility for consideration of sabbatical leave is based upon the accumulation of six years of full-time service (the six year rule) to the University as a full-time faculty member as defined in Section 4:1-03, I.A. If the sabbatical leave is delayed later than six years, a faculty member can accumulate up to four years toward an additional sabbatical leave. In all cases, one year of service must be committed to the University immediately following the completion of a sabbatical leave.

Sabbatical leaves may be granted for a period not to exceed twelve months. If a lesser period of sabbatical leave is requested, or if it is determined that the services of the faculty member cannot be released for the full period of the request, any balance of the sabbatical leave entitlement may be applied for and used, if approved, in the four year period following satisfaction of the six year rule.

The University will continue to pay the full salary and allowable fringe benefits to the faculty member while on sabbatical leave, to a maximum of six months leave, which will be disbursed at the normal rate or prorated over a period not to exceed twelve months, as agreed by the University and faculty member. During a sabbatical leave that extends beyond the fully salaried six-month period, University administered funds, e.g., grants, contracts, etc., may be used to make up, but not exceed, the differential between the prorated University salary and benefits and the stipulated yearly salary and benefits for the faculty member. The acceptance of any monies that are not under the control of the University shall not carry with it duties or obligations that would prevent or be detrimental to the primary purpose of the sabbatical. The procedure to follow when applying for a sabbatical leave is described in the Faculty Handbook of Procedures and Policies.

Section 9:1-02 Leave as Visiting Faculty to Another Academic Institution

When, through recognition of academic achievements, a member of the faculty is invited to be a visiting faculty member at another university or college, approval of the Chair, the Dean, and the Vice President for Faculty Affairs shall be required. Such leaves shall not be longer than one year and it will be expected that salary considerations will be negotiated by the faculty member with each of the institutions. The University's share of the faculty member's allowable fringe benefits shall continue to be borne by the University, provided that the individual's share of the costs shall be borne by the faculty member.

Section 9:1-03 Assignment Leaves

It shall be the responsibility of the Chair of the department to justify a request that a member of the department accept leave to another institution for the purpose of enhancing the instructional and research capabilities of the department. Provided such leaves do not exceed one month, they shall require only the approval of the Dean. For longer leaves, the approval of the Vice President for Faculty Affairs is also required.

During such leaves, the salary and fringe benefits of the faculty member shall continue in force and all justifiable travel costs and other expenses shall be reimbursable.

Section 9:1-04 Attendance at Professional Meetings

Participation at meetings of professional societies is an academic activity acknowledged as contributing to the scholarly growth and development of the faculty. Provided that the faculty member's absence will not be in conflict with assigned duties, the University will provide funds, as available, for attendance at professional meetings. Attendance at professional meetings shall be arranged in consultation with the Chair of the department.

Article 9:2 Non-Professional Leaves (See Employee Handbook for Details)

Section 9:2-01 Leave for Personal Reasons

The University recognizes that, for personal reasons, a member of the faculty may request a leave of absence for a maximum period of one month. All such requests must be with the approval of the department Chair and of the Dean. Such leaves shall be without pay. During that month, the University's share of the faculty member's allowable fringe benefits shall continue to be borne by the University provided that the individual's share of the costs shall be borne by the faculty member.

Section 9:2-02 Public Service Leave

Any member of the Faculty who accepts either elected or appointed public office may request a leave of absence from the Vice President for Faculty Affairs with the concurrence of the Dean and the Chair of the department. If granted, such leaves will be without pay and termination of salary will coincide with the faculty member's assumption of duties to public office.

Section 9:2-07 Maternity Leave

A pregnant faculty member shall be entitled to four weeks paid maternity leave. Additional leave with salary may be taken based on annual vacation time and accumulated sick time. Additional unpaid leave may be taken in accordance with The Family Medical Leave Act, as described in the Employee Handbook. During the period of unpaid leave, the University's share of the faculty member's fringe benefits shall continue to be borne by the University provided that the individual's share of the costs shall be borne by the faculty member.

Article 9:3 Vacations and Holidays

All full-time members of the faculty may have, with full salary, one month of vacation per year (22 working days) in addition to regular University holidays. Vacation times are to be arranged with approval of the department Chair.

CHAPTER 10. Faculty Benefits

Article 10:1 General Provisions

Eligibility for the benefits of this chapter is limited to full-time members of the faculty as defined in Section 4:1-03, I.A, and such others as described in this document. The details of all faculty benefits, unless otherwise specified, are provided in the Employee Handbook.

Article 10:2 Retirement Benefits

After at least 10 years of service, and reaching age 55, a faculty member may request, or the University may offer, retirement. Upon retirement, a faculty member shall be entitled to continue to participate in the medical and dental insurance programs offered to faculty. The benefits and cost of these insurance programs to retired faculty will be the same as those offered to active faculty until the age of 65, when the medical insurance becomes supplemental to Medicare Part B (see Employee Handbook for details).

The University will provide a reduced amount of life insurance to the retired faculty member under the group life insurance program (see Employee Handbook for details). The University will pay the entire cost of the life insurance premium.

The retired faculty member shall have access to the Learning Resource Center and faculty e-mail, and should consult with his/her Chair regarding availability of space for continued research and use of other departmental resources (e.g., computers, mailing services and secretarial assistance).

CHAPTER 11. Faculty Regulations

Article 11:1 Outside Professional Services

The University subscribes to the principle that the resources of its faculty should be made available as a public service within certain constraints. Provided that it does not conflict with any University policy, or interfere with assigned duties, a member of the full-time faculty may, with the concurrence of his/her immediate administrative supervisor, devote up to two days per month to outside professional services. Additional time may be taken with the approval of the immediate supervisor and Dean of the appropriate school. This activity should bring prestige to the University, represent scholarly pursuit related to the academic and research interests of the faculty member, or enhance the professional reputation of the faculty member.

Article 11:2 The University Seal, Shield, and Use of Name

The University Seal is reserved for official documents of the University and may be used by the Board of Trustees and administrative officers it chooses to authorize.

The Shield is the official emblem of the University and shall be displayed in all University bulletins, catalogues, other printed documents as may be authorized, and the University stationery. It may also be used as a symbol of identification or decoration for student, faculty, and alumni activities but approval for such purposes must be obtained from the Vice President for Faculty Affairs.

The use of the name of the University is reserved for its official and approved functions and may not be used by any member of the Faculty or other employee to sponsor or promote a product for commercial gain. It shall not be used on stationery other than that sanctioned by the University.

Faculty members may use their academic titles for purposes of identification when communicating in their fields of professional competence. In questions of general interest, however, they should make it clear that they represent their own views and not necessarily those of the institution.

Article 11:3 Use of University Facilities

The use of all buildings owned, leased, or operated by the University shall be reserved for the purposes of its broad educational mission. Exceptions to this policy shall require the express authorization of the Vice President for Faculty Affairs.

Article 11:4 Policy of Nondiscrimination

The Policy of nondiscrimination is described in the Employee Handbook.

Article 11:5 Employee Harassment Policy

The Policy regarding Employee Harassment is described in the Employee Handbook.

Article 11:6 Candidacy for Degree

Members of the faculty or administrative officers holding a faculty appointment may take individual courses or pursue a degree in the University, in concurrence with the guidelines of their school. Approval is required from the faculty member's Chair, Dean, and the Vice President for Faculty Affairs.

Article 11:7 Released-Time for Study

A member of the full-time faculty may pursue courses of study at another institution with the approval of the department Chair and the Dean. Credits earned, however, shall not exceed nine quarter credit hours per academic year (July 1 to June 30) during regular University working hours.