

FACULTY CODE

COLLEGE OF LITERATURE, SCIENCE, AND THE ARTS



(Revised & Updated December 2016)

Maintained by the Office of the Dean
College of Literature, Science, and the Arts

Abbreviations used to designate origin of sections/subsections

FM *LSA Faculty Meeting Proceedings*
PC *Preceding Code*
RB *Regents' Bylaws*
RP *Regents' Proceedings*
SPG *Standard Practice Guide*

A. ADMINISTRATION AND GOVERNANCE OF THE COLLEGE**ARTICLE I GENERAL PURPOSE OF THE COLLEGE**

A 1.01 Sec 1 The College of Literature, Science, and the Arts shall be maintained for the purpose of providing instruction and conducting research in those branches of knowledge that form the basis of modern culture and science and provide the needed preparation for the study of the professions. (PC)

ARTICLE II ORGANIZATION OF THE COLLEGE**A 2.01 Sec 1** **The Faculty**

a. **Definitions** [RB 5.01] (Revised: FM, October 2004, pp. 11,877-78; p. 11,894)

1. The term *faculty* shall include members of the teaching and research staff together with the executive officers, the directors of various teaching, research, and library units, research associates, curators, and persons with similar duties.
2. The term *professorial staff* shall include professors, associate professors, and assistant professors.
3. The term *governing faculty*, when used in connection with a school or college, shall include those members of the school or college who are professors, associate professors, assistant professors, and instructors and lecturers who hold appointments of one-half time or more; provided, however, that such instructors and lecturers may vote at faculty meetings only if they have held appointments for one or more years and are authorized to vote by a majority vote of the professorial staff of the appropriate school or college. The governing faculty may include clinical professors, clinical associate professors, clinical assistant professors, research scientists, associate research scientists, assistant research scientists, research investigators, research professors, research associate professors, and research assistant professors when authorized by, and in accordance with, the policies and bylaws of the appropriate school or college.
4. The term *teaching staff* shall include professors, associate professors, assistant professors, instructors, lecturers, and teaching fellows.
5. The terms *teaching fellow*, *teaching associate*, *teaching assistant*, *student assistant*, *research assistant*, *technical assistant*, *laboratory assistant*, and *assistant* shall be used to designate junior appointees who participate in the processes of teaching and research but do not possess faculty rank. Students in these classifications shall have student status.
6. The term *university year*, as used in connection with appointments of members of the faculty and other personnel, contains any two terms in the calendar, as defined for the year in question. Faculty members are expected to participate in orientation, registration, and commencement.

b. Powers of Governing Faculty (*PC; see also RB 5.03*)

The governing faculty of the College shall be in charge of the affairs of the College except to the extent that such affairs are hereinafter placed in charge of the Dean and Executive Committee. It shall provide the necessary courses of instruction in the several branches of learning within the jurisdiction of the College. It shall prepare suitable requirements for admission, curricula, and requirements for graduation, which shall become effective when approved by the Board of Regents. It shall recommend to the Board candidates for undergraduate degrees. It shall exercise such other powers as are ordinarily exercised by school or college governing faculties.

c. Delegation of Powers (*PC*)

The several administrative officers and subordinate authorities of this College shall have power to make such rules and regulations as shall be necessary and proper for the administration of their duties and functions; provided, however, that no rule shall be made or enforced which is inconsistent with any general rule of this faculty or with the authority vested in any such subordinate office, or with the authority vested in the faculty by the Bylaws of the Board of Regents.

This Section shall not be construed to limit the authority of the Executive Committee of this College in the exercise of powers vested in it by the Board of Regents.

A 2.02 Sec 2 The Dean

The dean or director, or administrative head of the school, college or department of instruction or research shall be appointed by the Board on recommendation by the President to act as executive officer of the school, college or department. (*RB 5.06*)

The Dean shall preside at faculty meetings and, in addition to professorial duties, shall perform such other duties as may be prescribed by the Board of Regents or by the rules and regulations established by the faculty. (*PC*)

The Dean shall be chair of the governing faculty of the College. In the event of absence or inability to act or in the event of a vacancy in the office, the President or member of the faculty appointed by the President shall be chair of the governing faculty. (*PC*)

Each faculty shall submit its communications to the Board in writing through its dean and the President of the University. Each dean shall endorse faculty communications, making appropriate explanatory statements as needed. (*RB 5.05*)

A 2.03 Sec 3 The Executive Committee (*Revised: FM October 1983, pp. 8,983-84, p.8,988B ;March-April 1985, p. 9,338, p. 9,358; October-November 1992, p. 10,507, p. 10,511, p. 10,526*)

The executive functions of the College shall be performed by the Dean assisted by an Executive Committee. The Executive Committee is charged with the duty of investigating and formulating educational and instructional policies for consideration by the faculty, and it shall act for the College in matters related to the budget, promotions, and appointments. (*PC; see also RB 5.06*)

The Executive Committee shall consist of the Dean and six members of the faculty to be appointed by the Board on recommendation by the President. The appointed members shall hold office for three years and shall not be eligible for reappointment until after the

lapse of one year. The terms shall be so adjusted that two shall expire each year. The Dean shall be chair of the Committee. (*RB 11.30*)

The Associate Deans shall sit with the Committee but shall be without vote. The Dean shall appoint a staff member to act as Secretary to the Committee. (*PC*)

After each spring election, the Dean shall submit to the President the list of names of those elected to the Executive Committee panel as the expression of the faculty's preference to fill vacant positions on the Committee.

When a temporary vacancy involving a period of one year or less shall occur in the membership of the Executive Committee, a substitute from the Division in which the vacancy occurs will be nominated by the Dean with the advice and consent of the elected members of the Committee. This substitute may be either a) the runner-up in one of the last two elections in that Division, or b) one of the persons who served as elected members from that Division during the seven preceding years. Vacancies of more than one year shall be filled by a special election held for that purpose with nominations made in the manner prescribed in Article IV, Section 1.

A 2.04 Sec 4 The Secretary of the Faculty (*PC; see also RB 5.04*)

The Executive Committee shall appoint a member of the governing faculty to serve as Secretary to the faculty for a term to be specified by the Executive Committee.

The Secretary shall record and distribute to the members of the governing faculty, to the office of the President of the University, and to such other persons as the Executive Committee may direct, the minutes of all meetings of the faculty, the votes, special reports and all other official actions of this faculty. At the close of each academic year, the Secretary shall collect, compile in accordance with the several subdivisions of this Code, and distribute to the members of the governing faculty, and to such other persons as the Executive Committee may direct, all standing rules of the faculty and Regents' Bylaws which may have been enacted or revised in the last preceding year.

A 2.05 Sec 5 The LSA Office of Student Academic Affairs (*Revised: FM, March 1984, pp. 9,100-01*)

The LSA Office of Student Academic Affairs is authorized to formulate and administer policies regarding:

- (a) students' petitions for exemptions to College regulations and curriculum requirements;
- (b) students with academic deficiencies;
- (c) cases of alleged academic dishonesty;
- (d) the academic advising programs of the College.

All policies included under (a) through (d) above shall be approved by the governing faculty of the College or through its designated representative(s).

The Office of Student Academic Affairs shall ensure that each department has an efficient procedure for dealing with student complaints regarding alleged unfair or improper grading, and shall ensure that these procedures are followed in individual cases.

The Office of Student Academic Affairs shall be responsible for the College's code of academic conduct which shall be published in the LSA Bulletin after it is approved by the faculty. Changes in the code which must take effect immediately shall be communicated to students by mail.

The Office of Student Academic Affairs shall delegate implementation of its policies under (a), (b), and (d) to the Assistant Dean for Student Academic Affairs in consultation with such individuals or groups of individuals as the Assistant Dean for Student Academic Affairs shall deem proper, and under (c) to the Academic Judiciary, provided such delegations are not inconsistent with the Bylaws of the Board of Regents or the rules of this faculty.

A 2.06 Sec 6

The Committee on Curriculum (*Revised: FM, January 1975, p. 7,222; March 1980, p. 8,315; October 1980, pp.8,407-08; November 1980, p. 8,421; March 1984, pp. 9,100-01; February-March 2000, pp. 11,551-52, p. 11,555, p. 11,561*)

The Committee on Curriculum shall study the operation of the requirements adopted by this faculty and is authorized to formulate the specific regulations necessary to implement the general policies so adopted and to recommend to the faculty through the Executive Committee improvements in the curriculum. (*PC*)

This Committee shall consist of the Dean or a representative, the Director of Academic Advising, the Director of the Honors Program, a representative from the Residential College, and an administrative Secretary; who shall be appointed by the Executive Committee of the College and all of whom shall serve ex officio without vote. In addition there shall be nine members elected by the faculty with overlapping terms of three years, elected so as to ensure that the Committee always contains three members each from the Humanities, the Natural Sciences, and the Social Sciences. No members shall be eligible for immediate reelection after service of a full term. Three members shall be elected each year, and appointments to vacancies in unexpired terms shall be made by the Executive Committee of the College.

In addition, three members from the College student body shall be entitled to vote as members of the Committee and shall be appointed by LSA Student Government.

The Curriculum Committee is charged with the following functions, which it may delegate to subcommittees:

- a. Subject to final approval by the Executive Committee, give formal approval to all LSA courses; generally supervise and make recommendations for the reduction in the number of courses offered in any single term that follows from any changes in the credit-hour system; work with the Dean's delegate, LSA Academic Information and Publications and other appropriate persons in designing and preparing catalogs.
- b. Maintain the small library assembled by the Commission on Graduation Requirements; subject to final approval by the Executive Committee, be empowered to give temporary but immediate one-term authorization for experimental courses under a special set of course numbers; receive reports from all Living-Learning Programs that are administered by LSA, and from departmental curriculum committees on changes made in their teaching and curriculum; serve as consultants to interested faculty as well as report to the faculty generally on promising new educational ventures here and elsewhere; with the Dean's delegate encourage and supervise the establishment of interdisciplinary courses, first-year courses, and Collegiate Institutes; work with other offices of the University (such as the Academic Advising Center, Career Planning and

Placement, and the Alumni Council) in securing their cooperation in teaching programs where appropriate.

- c. Cooperate with individual instructors and all teaching units in establishing varied but systematic programs for the evaluation of courses by students and others, and in assessing the qualitative effects of various curricular patterns; make recommendations to the faculty for the improvement of teaching; cooperate with CRLT (Center for Research on Learning and Teaching) and the Advisory Committee on Admissions in fostering data collection and research on teaching and learning in the College.

A 2.07 Sec 7 The Committee on Scholarships (PC)

A standing committee shall be appointed by the Executive Committee to assign scholarships. Each appointment to this Committee shall be for a term of three years.

A 2.08 Sec 8 The Registrar [RB 8.02] (Revised: FM, March-April 2000, p. 11,553, p. 11,561)

The Registrar, responsible to the Provost and Executive Vice President for Academic Affairs, shall be appointed by the Board of Regents on recommendation by the President. The Registrar shall be responsible for registration, classification, records, transcripts, and diplomas of students, and other duties as requested by the Schools and Colleges.

A 2.09 Sec 9 Committee on Library (Revised: FM, November 1980, p. 8,420; October-November 1996, p. 11,091, p. 11,117)

The Library Committee shall consist of four faculty members, appointed by the Executive Committee; one undergraduate student representative and one graduate student representative, appointed by their respective student governments; and a non-voting Library liaison, appointed by the Director of the University Library. The Library Committee, after broad consultation, shall produce a yearly written report to the College faculty.

A 2.10 Sec 10 Honors Program Executive Committee [formerly Honors Council] (New: FM, December 1994, p. 10,819; January 1995, pp. 10,823-10,825)

The LSA Executive Committee shall appoint a standing committee of five members to serve as Executive Committee for the Honors Program. This committee shall be responsible for the operation of the Honors Program and shall have authority to waive rules of this College pertaining to course loads and graduation requirements for students enrolled in the Honors Program, and also to arrange with departments for the granting of credit towards graduation for their intellectual achievement obtained by means other than participation in regular courses. It shall report annually to this faculty on policies adopted and on the state of the Honors Program. It may delegate its authority to the Director, who will be responsible for the administration of the Program.

A 2.11 Sec 11 The Academic Judiciary (Revised: FM, April 1972, p. 6,500; March 1979, pp. 8,121-29; March 1984, pp.9,100-01; February 2003, pp. 11,775-77, p. 11,797)

The Academic Judiciary shall have, by delegation from the Office of Student Academic Affairs, original jurisdiction over any cases of alleged student academic dishonesty (violation of any rule passed by the College Executive Committee and published in the Bulletin of the College concerning a student's personal scholastic honesty).

The Academic Judiciary shall write and maintain a Manual of Procedures which must be approved by the Executive Committee of the College of LSA. The Manual must ensure

due process and judicial impartiality, and must provide for the protection of the rights of all parties involved.

The Academic Judiciary shall determine, within limits set by the Executive Committee of the College of LSA, the appropriate penalties. Penalties may be in the form of probation, expulsion, suspension, loss of credit, or such other action that may be deemed proper, except that such action shall in no way impinge upon the professional prerogatives of the faculty person in question. A failure to comply with a judicial order shall result in suspension until compliance.

Any student may appeal the decision of the Academic Judiciary to the Dean of the College if the penalty constitutes suspension or expulsion.

The Academic Judiciary shall consist of seven faculty members and seven student members.

The faculty members shall be appointed by the Executive Committee of the College of LSA and serve two-year terms. Three faculty seats shall lapse one year, and four the next.

The student members shall be appointed by the LSA Student Government for one-year terms.

Cases of alleged academic misconduct involving LSA students are to be referred to the Assistant Dean for Student Academic Affairs. The Assistant Dean or a designee shall hear each individual case. The Assistant Dean has the authority to determine whether a violation of academic integrity has occurred and to impose appropriate sanctions. A faculty member may resolve an individual case of alleged misconduct in lieu of a referral to the Assistant Dean.

A student may submit an appeal of the Assistant Dean's decision to the College Academic Judiciary Committee. The Committee has the discretion to determine if sufficient grounds exist for consideration of the appeal. The College Academic Judiciary Committee may sustain or reverse the finding of academic dishonesty. If the finding of academic dishonesty stands, the committee may recommend to the Assistant Dean to sustain, modify, or increase the sanction imposed.

A 2.12 Sec 12

Joint Faculty-Student Policy Committee [*New: FM, April 1971, p. 6,210*] (*Revised: FM, October 1971, p. 6,283; October 1973, pp. 6,822-27; March 1974, p. 7,042-46; February 1994, p. 10,711, p. 10,725*)

- a. The Governing Faculty of LSA established a Joint Faculty-Student Policy Committee as a standing committee of the College.
- b. The Policy Committee may consider and debate any matter within the jurisdiction of the faculty. This includes but is not limited to the right and opportunity to review all legislative proposals before the faculty. The committee shall also have the right to initiate and introduce before the faculty its own proposals for legislation. The report of the Policy Committee's deliberations and recommendations shall take precedence over other reports at meetings of the faculty except that of the Executive Committee. In order to be presented as a report of the Joint Policy Committee a proposal must have the support of an absolute majority of the total membership of the committee. Student members of the Committee shall be accorded all the rights in faculty meetings of members of the faculty, except that they shall not vote, and that they shall not either

introduce or second main or subsidiary or privileged motions save as these arise directly from a Report of the Policy Committee.

- c. The Joint Policy Committee shall consist of eight members. Four of these shall be students and four shall be faculty. The Executive Committee of LSA, in consultation with LSA Student Government, shall determine the method of selection of faculty and student members.
- d. The committee shall establish its own internal organization and procedures. It shall select co-chairs from each of the constituent groups. Special meetings may be called by either chair at their discretion or upon petition by seven members.

**A 2.13 Sec 13 Advisory Committee on Admissions [formerly Steering Committee on Admissions]
(New: FM, April 2005, p. 11,915; p. 11,929)**

The governing faculty of the College shall formulate, subject to approval by the Board of Regents, appropriate rules, regulations, and policies concerning the required qualifications for admission. The Director of Undergraduate Admissions shall give effect to the academic requirements for admission that are established by this faculty and shall report to its responsible officers, from time to time, regarding the effectiveness of these requirements in the administration of admissions.

The Advisory Committee on Admissions shall consist of a) the LSA Associate Dean for Undergraduate and Graduate Education; b) the LSA Assistant Dean for Student Academic Affairs; c) all other LSA representatives on the University's Undergraduate Admissions Advisory Committee with the title of LSA Associate Dean or Assistant Dean; d) the Director of the LSA Honors Program; e) the Director of the Residential College; f) all faculty members formally involved in the Office of Undergraduate Admissions process for reviewing and evaluating applications; g) one additional faculty member from each of the Natural Sciences, Social Sciences, and Humanities divisions, appointed by the Dean and serving staggered two-year terms; and h) two student members appointed for one-year terms by LSA Student Government.

The Advisory Committee on Admissions is authorized to represent the faculty of this College in collaborating with the Director of Undergraduate Admissions in formulating the administrative policies and procedures to give effect to the admission requirements established by the faculty of this College.

The Committee is charged a) to oversee the execution of the policies and procedures laid down by the Dean and the Executive Committee and by the governing faculty of LSA; b) to recommend new policies and practices both to the Dean and the Executive Committee and to the governing faculty; c) to assist the Office of Undergraduate Admissions in preparing announcements, application forms, effective recruiting programs, and interviews that fully and realistically reflect the qualities of the College; and d) to report to the governing faculty at least once per year.

ARTICLE III FACULTY MEETINGS

A 3.01 Sec 1 General Authority (PC; see also RB 5.04)

The governing faculty at regularly called meetings shall constitute the legislative authority of this College according to the limits of its delegation for the promulgation and review of necessary rules and regulations for the government and administration of this College and

for the election of its committees. It shall adopt the rules for its own government and procedure and shall keep a record of faculty action duly entered in minutes kept for the purpose.

A 3.02 Sec 2 Notice of Meetings (PC)

Written notices of faculty meetings shall be sent from the office of the Dean to all members of the governing faculty in time to be delivered not less than 24 hours before the hour set for such meeting. All notices of special meetings shall be plainly marked "special meeting." This rule may be suspended by the Executive Committee when in its opinion an emergency has arisen which will not permit delay in the calling of a meeting.

A 3.03 Sec 3 Regular Meetings (Revised: FM, February 1968, pp. 5,536-5,537; March 2000, p. 11,551, p. 11,561)

A regular meeting of the faculty will be held on the first Mondays of October, December, February, and April; provided, however, that in extraordinary cases another day within any month may be designated by the Dean and Executive Committee.

A 3.04 Sec 4 Special Meetings (Revised: FM, February 1968, p. 5,537)

Special meetings of the faculty may be called by the Executive Committee or by the Dean or by resolution of the governing faculty; and the Dean shall call a special meeting when requested by a petition signed by not less than one hundred members of the governing faculty. The call for such a special meeting shall state the subject(s) of the meeting, and the discussion and actions at such a meeting shall be limited thereto.

A 3.05 Sec 5 Quorum (Revised: FM, March 1979, p. 8,131; April 1979, p. 8,151)

The members of the governing faculty present at the meeting shall constitute a quorum for all regular and special meetings of the College.

A 3.06 Sec 6 Visitors at Faculty Meetings (Revised: FM, January 1969, p. 5,730)

All regular meetings of this faculty shall be open to visitors including representatives of the press. All visitors shall be seated in a clearly designated area of the meeting room in order to permit tallying the votes on motions before the faculty. Visitors shall not have the privilege of the floor; however, individual visitors may be invited by the Dean, by the Executive Committee, or by action of the faculty to speak on specific issues. The governing faculty, by majority vote of those present at any meeting, may determine that any item on the agenda shall be considered in executive session. Only governing faculty members shall be present in executive session, and no final action on any resolution may be taken therein.

A 3.07 Sec 7 Voting in Faculty Meetings (Revised: FM, November 1968, p. 5,677)

All members of the governing faculty, as provided for in Regents' Bylaws, shall be entitled to vote at faculty meetings. Instructors and lecturers of one or more year's standing, who hold appointments of one-half time or more, may vote at faculty meetings. (PC)

Resolutions at faculty meetings shall be decided by majority vote. Voting shall ordinarily be viva voce, but a standing vote may in all cases of doubt be ordered by the chair or when requested by a member of the governing faculty. A ballot vote shall be ordered on any

issue upon the motion passed by the governing faculty, or when requested in writing by not less than ten members of the governing faculty.

A 3.08 Sec 8 Conduct of Faculty Meetings (Revised: FM, April 1968, p. 5,586)

The first matter to come before a regular meeting of the faculty shall be the approval or amendment of the item(s) and order of business prepared by the Executive Committee. Next, there shall be the report of the Executive Committee, in response to which any member of the faculty may speak up to five minutes, without offering a resolution, on any subject which the faculty and Executive Committee ought to consider.

In the absence of specific provisions to the contrary, the rules of parliamentary procedure which shall be followed by faculties, committees, boards, and other deliberative bodies within the University, shall be the procedure prescribed in Robert's Rules of Order. Unless there is specific provision to the contrary, a majority vote of the selected members of any committee or board is necessary for action. (RB 1.05)

A 3.09 Sec 9 Proposals of New Business (Revised: FM, April 1968, pp. 5,587, 5,591)

- a. Every proposal to amend, repeal, or adopt a standing rule of the faculty, or to amend, repeal, or adopt any legislative policy, or to express the sense of the faculty on a policy matter shall be introduced in the form of a resolution. No original main motion shall be debated or passed at a meeting of the faculty when first introduced, but shall be made a special order for a subsequent meeting; however, a sponsor in introducing a proposal, may speak not to exceed ten minutes in explanation of the purpose of the resolution. A copy of each proposed resolution shall be sent to every member of the governing faculty not less than three days nor more than eight days before the date of the meeting for which it has been made a special order. This rule may be suspended at any meeting with a quorum in attendance by unanimous consent.
- b. A standing Advisory Committee on Resolution Drafts may be appointed by the Executive Committee to assist faculty members, upon their request, in the drafting of resolutions for consideration of the faculty. This Committee shall be composed of a nucleus of three members to be appointed for terms of one year, subject to reappointment for succeeding years. This Committee may co-opt additional members from time to time.

ARTICLE IV FACULTY ELECTIONS

A 4.01 Sec 1 Nominations (Revised: FM, October 1983, pp. 8,983-84; February 1984, p. 9,091, p. 9,094; March 1984, p. 9,099, p. 9,101)

The Executive Committee shall appoint a Nominating Committee of five members, including at least one full professor, one associate professor and one assistant professor, and the names of these committee members shall be announced at the scheduled February meeting of the College. This Committee shall submit a slate of candidates for election to a panel of nominees for appointment to the Executive Committee by the President. This slate of candidates shall consist of four persons from each of the divisions (Humanities, Natural Sciences, Social Sciences) in which a vacancy is anticipated.

The Nominating Committee shall also prepare slates of candidates to fill impending vacancies on the Library Committee, and the Committee on the Curriculum.

The Nominating Committee shall submit these slates of candidates at the next-to-the-last scheduled meeting of the academic year. Additional nominations may be submitted from the floor at that meeting. For placement on the ballot, such nominations from the floor must have the support of at least twenty-five members of the governing faculty.

A 4.02 Sec 2 Method of Election *(Revised: FM, April 1968, p. 5,598; October 1983, p. 8,984; February 2008, p. 12,057, 12,065)*

All elections and faculty polls shall be by mail or electronic ballot. All balloting shall be conducted under the supervision of the Dean of the College. When elections are conducted by mail, distinctive ballots shall be prepared for each office to be filled; when conducted by electronic means, the presentation in the electronic medium shall be designed to group candidates for each office and clearly identify and distinguish between the groupings. Balloting procedures shall be designed to assure a secret vote of the governing faculty with an accurate count, and that only eligible voters participate and do not cast more votes than allowed for each office or poll item.

In voting for members of the Executive Committee panel, a faculty member may vote for no more than two persons in each grouping of candidates by divisions. The candidates receiving the two highest numbers of votes in each group shall be deemed elected to the panel. In other elections, those receiving the highest vote (or votes, if more than one are to be chosen) shall be deemed elected. Tie votes shall be resolved by lot.

The results of faculty elections and polls shall be reported to the faculty by the Dean at the next regularly scheduled faculty meeting following the taking of a vote or poll; and the Dean shall notify the candidates in writing of the results of a faculty election after they have been determined.

ARTICLE V APPOINTMENTS, PROMOTIONS, TENURE, DISMISSAL, AND GRIEVANCES

A 5.01 Sec 1 Units and Departments

The establishment of a department or other unit shall be by recommendation of the Executive Committee and approval by the Board of Regents.

A department is a subdivision of a school or college under an administrative head maintained for the purpose of conducting a curriculum or curricula in a specified field of learning. A department has a separate budget, responsible to the budgetary authorities of the school or college of which it is a part. *(RB 6.04)*

Each department shall be organized in such a manner as to provide general participation by staff members in the management of departmental affairs. *(RB 6.04)*

A 5.02 Sec 2 Appointments *(Revised: FM, March 1984, pp. 9,099-01)*

a. General

All officers, faculty members, and employees of the University hold their positions by appointment by the Board of Regents or by authority conferred by the Board. Unless otherwise specifically provided, all appointments by the Board of Regents shall be made upon recommendation by the President. *(RB 2.14)*

b. Chairs and Directors of Units

Appointment of chairs and directors of units shall be recommended by the Dean and the Executive Committee to the Regents for terms not to exceed five years, subject to review and renewal at the expiration of each such period.

c. The Teaching Staff (RB 5.08)

1. Members of the tenured professorial staff shall be appointed by the Board on recommendation by the appropriate dean or executive committee, and by the President. Unless otherwise provided by specific action of the Board, professors and associate professors shall be appointed on indeterminate tenure. The annual budget as approved by the Board shall be deemed the record of continuance of service for the ensuing year of all persons on the professorial staff.
2. Assistant professors and all other non-tenured members of the teaching staff shall be appointed by the President on recommendation by the dean and executive committee. Assistant professors shall be appointed for terms of one, two, or three years, as is in each case specifically designated in the terms of the appointment. Whenever the term of appointment to an assistant professorship is not specified, it shall be for one year only. Other teaching appointments shall be for not more than one year except that in the case of instructors of proven ability the appointments may be for two year terms. The annual budget as approved by the Board shall be deemed the record of continuance of service for the ensuing year for all persons on the teaching staff. All such appointments shall be reported monthly to the Board.

d. Other Staff Members (RB 5.08)

Unless specifically provided otherwise by these Bylaws, all other members of the staff of the University shall be appointed by the President, on recommendation by the appropriate administrative officer for the fiscal year only.

e. Appointments Under Grants and Contracts (RB 5.08)

Appointments to positions paid in whole or in part from grants or contracts for limited periods of time shall be subject to the following provisions in the event of cessation of these funds.

1. In case of persons previously holding full- or part-time positions paid from general University funds the person shall be restored to this appointment status within the department, either with tenure or for the remainder of the term of appointment, at the appropriate departmental salary.
2. In case of persons brought to the University for the performance of duties payable from limited term funds, both service and salary shall be terminated.

Nothing in these regulations shall prohibit a department from recommending a new appointee to a tenure grade within the faculty and assigning the new appointee immediately to duties payable from limited term funds. When the limited term funds are no longer available, the department concerned will be responsible for providing further tenure of duties and salary. (RP 1966-69, p. 1,719)

f. Divided and Part-Time Service (RB 5.11)

In case of an appointment of a member of the faculty or staff to serve in two or more departments of the University, the approval of the dean or other administrative head shall be secured in each department affected. All members of the staff receiving compensation from two or more departments shall be listed on each budget as part-time employees with a statement of the amount of compensation received from each unit.

In the case of the appointment of a member of the staff in any department on a part-time basis, the member shall be listed on the budget as a part-time employee, with a statement of the fractional amount of time devoted to service. The dean shall, subject to general rules formulated by the governing faculty, determine what constitutes "part-time" and "full-time" service by members of the staff.

g. Adjunct Professorships (RB 5.22)

Persons whose primary employment responsibilities lie outside the University may be appointed as adjunct professor, associate professor or assistant professor in order to supplement the instructional program of a department, provided the appointee has the major share of the teaching responsibility for at least one course a year. (RB 5.22)

The standards of appointment shall be the same as for the respective professorial grades.

Appointments as adjunct faculty are on an annual basis, without tenure and not subject to staff benefits.

h. Distinguished University Professorships (RB 5.21; Revised: FM, March 2000, p. 11,552, p. 11,561)

There is hereby created the title Distinguished University Professor, to which faculty members in the grade of professor may be appointed. Such appointment shall be in recognition of distinguished achievement and reputation in the appointive field of scholarly interest as a member of the faculty of the University. A distinguished university professorship title may be retained after retirement. Each appointee shall be entitled Distinguished University Professor, to which title shall be attached the name of a person of distinction in the same general field of interest, preferably a person formerly associated with the University. Appointment to distinguished university professorships shall not modify the status of appointees as members of their respective faculties.

i. Collegiate Professorships (RP, May 1973; Revised: FM, March 2000, p. 11,552, p. 11,561)

A School or College may name a professorship for one of its members who has retired or is deceased. The intent of these named professorships is to express departmental and University recognition and respect for a selected number of former members of our faculty. At the same time the appointee to such a named professorship is honored for distinguished achievement and reputation. The College of LSA is permitted as many such Collegiate Professorships as are authorized by the Provost and Executive Vice President for Academic Affairs. The College Executive Committee shall submit to the Regents nominations of former faculty members after whom chairs are to be named as well as persons to be appointed to the "named" chairs.

j. Senior Lecturer (*New: FM, April 2001, p. 11,629; 11,639-41*)

The title Senior Lecturer is created for faculty members in the rank of Lecturer III. Such appointment shall be made primarily in recognition of outstanding teaching. Curricular service may also be considered.

A 5.03 Sec 3 Promotions, Changes of Title, Resignations (*RB 5.08*)

All promotions to tenured teaching positions shall be made by the Board of Regents on recommendation by the chair of the department, the dean, the executive committee and the President. All promotions to non-tenured teaching staff shall be made by the President on recommendation by the appropriate administrative officer and shall be reported to the Board in the same manner as an original appointment in this class. All such changes for other members of the staff shall be made by the President on recommendation by the appropriate administrative officer or agency.

All resignations of teaching staff shall be reported to the Board monthly.

A 5.04 Sec 4 Tenure Policies and Practices in the College of LSA (*Revised: FM, October 1978, pp. 7,975-80, pp. 7,992-94*)

Tenure policies and practices in the College of LSA are those stated in the Regents' Bylaws 5.08-5.09 of the University of Michigan. To implement the relevant Bylaws, the College has established the following guidelines for policy and practice respecting tenure:

1. All future initial non-tenured appointments at the junior level in the College of Literature, Science, and the Arts will be made with the following titles:¹
 - a. Assistant Professor: normally a full-time appointment which assumes the doctorate or its equivalent has been completed.
 - b. Instructor: normally for those about to complete the doctorate. Upon completion of the degree the title will automatically become Assistant Professor. If work for the degree is not completed by the beginning of the third year of service, notice will be sent at that time that the appointment will not be renewed at the end of that year, unless the department has requested and the Dean and Executive Committee have granted an extension.
 - c. Lecturer: for those who are not on the tenure ladder.²
2. The period of non-tenured service for Assistant Professors and Instructors, called the probationary period, will consist of a maximum of seven years of full-time duties at the University of Michigan. In all cases, at the time of appointment, notice should be sent to the faculty member concerning the terms of appointment.

¹ These practices became effective with new appointments beginning in 1974-75. This statement is not to disrupt arrangements which have been established before this date, and will not be applied retroactively except to the advantage of the non-tenured faculty members, and by a mutual agreement between the individual and the department involved.

² The department chair will send a letter to each person who currently holds the title of lecturer to indicate the individual's status under these guidelines.

3. Any assistant professor who has not been promoted to tenure rank by the end of the sixth year of full-time service at the University of Michigan will be given a one-year non-renewable contract. In such cases, sabbatical leave for the faculty member involved will not be recommended by the Dean and Executive Committee.³
4. Service in the rank of Lecturer will not be counted in the probationary period described in Regents' Bylaws Section 5.09 (paragraph 1, b).
5. For a non-tenured faculty member on leave of absence, the period of leave will count as part of the probationary period. Exceptions to this policy should be mutually agreed to in writing prior to the leave, with a recommendation sent to the Dean's office for review and approval.
6. Notice of intention not to recommend reappointment must be given in writing by the department chair to non-tenured faculty in accordance with the following schedule:
 - a. Not later than March 1 of the first academic year of service in a one-year appointment.
 - b. Not later than December 15 of the second year of service in a two-year appointment.
 - c. Not later than the end of the first two weeks of classes of the first term of the terminal year after two or more years at the University of Michigan.
7. All non-tenured faculty members are to be reviewed periodically by the departments. During the member's first year of service, the times when reviews are to be conducted are to be stated in writing with copies to the faculty member, to the Dean's office, and in the departmental file.⁴
8. Appointment or promotion to the Assistant Professorship in the College carries no presumption of promotion to tenure. Tenure is earned by excellent teaching and outstanding research and writing, each of which must be relevant to the goals and needs of the University, the College, and the Department. Substantial service to the University, the College, and/or the Department will also be an important factor in the

³ The status of part-time faculty members is now under consideration by a University committee. This topic, therefore, is, without prejudice, set aside at this time. At the present time, however, part-time appointees are not on the tenure ladder.

⁴ These evaluations are to proceed constructively and affirmatively so that the continued professional development of the faculty member is assured. The results of these periodic evaluations are to be communicated to the non-tenured faculty member, so that he/she is aware of the standards and criteria that are being employed in the evaluation. This will ensure that the faculty member will be aware of the departmental and Collegiate expectations and of the basis on which the decision for recommendation for promotion or non-renewal will be made. As a minimum, the review for tenure should consist of (a) a full evaluation of teaching performance, including student evaluations in the classes which are taught, and evaluations by fellow faculty members, (b) a careful critique of the faculty member's research and writing, involving preferably both internal and external evaluations, especially at the time of recommendation for promotion to tenure, (c) an assessment of the additional services, not only in terms of the individual's assigned role in the Department, but also to the College and the University.

At the time of appointment of faculty members on joint appointments, a written understanding should be sent to the faculty member (with a copy to the Dean's office) concerning the procedures for review, reappointment and promotion. Those with appointments in non-teaching units such as Museums may require special procedures for evaluation which should be agreed to by the individual and director of the program. Copies of such agreements should be sent to the Dean's office.

assessment. Promotion to tenure is based upon the achievement of distinction in an area of learning, and the prediction of continued eminence throughout the individual's professional career. Less than outstanding performance in these areas should not be construed as an adequate basis for promotion. It should be clear that the needs of the department and the College as well as the candidate's qualifications have a bearing on tenure decisions.

9. The practice of the College Executive Committee is to refer each promotion recommendation to an appointed Divisional Promotions Subcommittee, consisting of two Executive Committee members and four senior faculty members in the relevant division. Their recommendation, vote and rationale are conveyed to the Executive Committee to assist their deliberations, along with other information which may be solicited by individual members of the Executive Committee during the decision process. If the Executive Committee reaches a decision counter to that recommended by the Subcommittee, the two groups meet to discuss their differences. The Executive Committee then reaches its final decision, which is conveyed to the Department Chair. The Chair may appeal a negative decision to the Executive Committee only on the basis of significant new information. At the completion of this process, the positive decisions of the Executive Committee are forwarded to the Regents as the College's recommendations for promotion.

A 5.05 Sec 5 Procedures in Cases of Dismissal, Demotion, or Terminal Appointment (RB 5.09)

1. Applicability

The procedures prescribed in this section shall be followed (a) before recommendation is made to the Board of Regents of dismissal or demotion of a tenured member of the University teaching staff or of any member of the teaching staff during the term for which the staff member is appointed; or (b) before recommendation is made to the Board of Regents of dismissal, demotion, or terminal appointment of a teaching staff member holding appointments with the University for a total of eight years in the rank of full-time instructor or higher. Subject to pursuing these procedures, a recommendation of dismissal, demotion, or terminal appointment may be made for causes accepted by University usage, properly connected with the improvement and efficiency of the faculty, and consistent with the character of the tenure involved.

2. Initiation of Proceedings

Proceedings which may result in a recommendation of dismissal, demotion, or terminal appointment may be initiated by the Provost and Executive Vice President for Academic Affairs or by the executive authority (dean, director, or executive committee) of the school, college, or other unit (hereinafter called the administrative unit) in which the affected faculty member is employed. In exceptional cases which, in the judgment of the President, threaten direct and immediate injury to the public reputation or the essential functions of the University, the President may direct that the affected faculty member be relieved of some or all of his/her University duties and responsibilities, without prejudice and without loss of compensation, pending the final disposition of the case.

3. Proceedings Dependent on Classification of Case

Cases involving matters concerning primarily the administrative unit in which the affected faculty member is employed shall be subject to the procedures provided for by subsection 4 of this section. Cases involving matters of general University concern

shall be subject to the procedures provided for by subsection 5 of this section. The Provost and Executive Vice President for Academic Affairs, before initiating action with respect to a faculty member, shall notify the President, the Senate Advisory Committee on University Affairs (SACUA), and the executive authority of the administrative unit. The President, after consulting with SACUA and the executive authority of the administrative unit, shall determine whether the case shall be handled under subsection 4 or subsection 5 of this section. The executive authority of an administrative unit, before initiating action with respect to a faculty member, shall notify the President and SACUA, and the President, after consulting with SACUA, shall determine whether the case shall be handled under subsection 4 or subsection 5 of this section. The President's determination shall be communicated in writing to SACUA and the executive authority of the administrative unit.

4. Procedure in Cases Referred to the Executive Authority of the College

- a. Upon referral by the President of a case to the executive authority of an administrative unit, the executive authority shall promptly give written notice thereof to the faculty member affected and to SACUA. The notice shall state with reasonable particularity the charges which the executive authority proposes to investigate and shall advise the faculty member that the faculty member may, upon making written request not more than ten days after the receipt of the notice, have the right to a hearing.
- b. The executive authority shall promptly investigate a case referred to it; and, if the faculty member has requested a hearing, shall provide for a hearing either (1) before the executive committee of the administrative unit or (2) before a special ad hoc faculty committee appointed by the executive authority with the approval of the executive committee or the governing faculty of the administrative unit. The affected faculty member may (1) have an adviser of the faculty member's own choosing who may act as counsel; (2) be present at all sessions of the hearing committee at which evidence is received or argument is heard; (3) call, examine, and cross-examine witnesses; and (4) examine all documentary evidence received by the hearing committee. A full stenographic record of the hearing shall be taken, and the hearing committee shall, with reasonable promptness, file a written report on the case, together with a transcript of the record of the hearing, with the executive head of the administrative unit, SACUA, and the President. The report shall contain the hearing committee's conclusions and recommendations and the reasons therefor. If dismissal, demotion, or terminal appointment is recommended, the report shall contain a specific statement of the deficiencies or acts of misconduct on which the recommendation is based, and a copy of the report shall be delivered to the faculty member.
- c. If the hearing committee recommends that adverse action be taken against the faculty member, the executive authority of the administrative unit, before considering the matter further, shall advise the faculty member in writing that the faculty member may have a review of the case by the standing Subcommittee on Tenure appointed by SACUA as provided in subparagraph (d) of this subsection. If the hearing committee recommends that adverse action should not be taken against the affected faculty member, but the executive head of the school or college, upon a review of the hearing committee's report and the record, disagrees with its recommendation and concludes that the executive head of the school or college should recommend adverse action against the faculty member, the executive head of the school or college shall notify the faculty member in writing of his or her recommendation, and with reasonable particularity of the reasons

therefor, and shall advise the faculty member that the faculty member may have a review of the case as provided in subparagraph (d) of this subsection.

- d. The request of the faculty member for review of the faculty member's case by the review committee shall be presented in writing to the chair or the Secretary of SACUA within ten days after receipt by the faculty member of the notice from the executive head or authority of the administrative unit that adverse action against the faculty member has been recommended. The request for review shall be referred to the standing Subcommittee on Tenure appointed by SACUA and designated by it as the review committee. The review committee shall promptly, but upon not less than ten days' written notice to the faculty member and the executive head of the administrative unit, conduct a hearing in the matter, of which a full written record shall be taken. The review committee shall review the record, reports, and recommendations transmitted by the hearing committee and may in addition receive new evidence. The faculty member, either in person or through a representative or both, and the executive head of the administrative unit shall have the right to appear, to comment on the proceeding before the hearing committee and on its findings, conclusions, and recommendations, and to examine and rebut any new evidence received by the review committee. A full record shall be kept of the review proceeding.
- e. In conducting its review of the case, the review committee shall take account of all relevant factors, including consideration of the questions (1) whether the hearing committee observed the procedure prescribed in this subsection, (2) whether the hearing committee accorded a fair hearing, (3) whether the deficiencies or acts of misconduct on which the hearing committee's recommendations are based are related to the charges stated in the first instance as the basis for investigation, (4) whether the proceeding as it developed before the hearing committee involves matters of general University concern, and (5) whether the weight of the evidence, as it appears in the record and as supplemented by any further evidence by the review committee, supports the hearing committee's findings and recommendations. In determining what its recommendation shall be, the review committee shall be free to make any recommendation appropriate to its findings and conclusions respecting either the procedural or meritorious aspects of the case.
- f. Within thirty days following its hearing, the review committee shall file a written report with the affected faculty member, the executive head of the administrative unit, the President, and SACUA. The report shall contain the committee's conclusions, recommendations, and the reasons therefor. There shall be filed with the report a transcript of the record of the hearing conducted by the review committee.
- g. The faculty member and SACUA may, within ten days after receiving the review committee's report, file written comments thereon with the President and, in the case of the faculty member, with the executive head of the administrative unit. Within twenty days after it receives the hearing committee's report, the executive authority of the administrative unit shall notify the President of its final recommendations in the case.
- h. The President shall thereafter review the record in the case and shall formulate his or her recommendations and the reasons therefor. The affected faculty member and SACUA shall be furnished copies of the President's recommendations and may, within ten days after receiving the same, submit to the President written comments respecting the recommendations. The full record of the case, including

the recommendations of the President and any comments by the affected faculty member or SACUA, shall then be transmitted by the President to the Board for final action.

5. Procedure in Cases Referred to SACUA

- a. Upon referral of a case by the President to SACUA, the committee shall designate its standing Subcommittee on Tenure to serve as a hearing committee and shall refer the case to it for hearing. The hearing committee shall promptly give written notice to the faculty member affected. The notice shall state with reasonable particularity the charges (as prepared by the Provost and Executive Vice President for Academic Affairs) which the Committee proposes to investigate, and shall advise the faculty member that the faculty member may, upon making written request not later than ten days after receipt of the notice, have the right to a hearing before the committee.
- b. The hearing committee shall promptly investigate a case referred to it, and may call upon any member of the University faculty or staff for relevant information. The Provost and Executive Vice President for Academic Affairs, or a representative, may be present at all meetings of the committee, and may present such evidence as the Provost and Executive Vice President for Academic Affairs deems appropriate. The executive authority of the administrative unit in which the affected faculty member is employed may be present or represented at all meetings of the committee, and if it wishes to make any recommendations, shall make them to the committee prior to the conclusion of the committee's investigation, whereupon such recommendations shall become a part of the committee's record in the case. If the affected faculty member requests a hearing before the committee, a full stenographic record of the hearing shall be taken. The affected faculty member may (1) have an adviser of the faculty member's own choosing who may act as counsel; (2) be present at all sessions of the hearing committee at which evidence is received or argument is heard; (3) call, examine, and cross-examine witnesses; and (4) examine all documentary evidence received by the hearing committee.
- c. Within a reasonable period of time after the referral of the case to the hearing committee, the committee shall file a written report with SACUA. The report shall contain the committee's conclusions, recommendations, and the reasons therefor. If dismissal, demotion, or terminal appointment is recommended, the report shall contain a specific statement of the conduct on which the recommendation is based. There shall be filed with the report the complete written record in the case, including the recommendations, if any, made to the committee by the executive authority of the school or college and a transcript of the record of any hearings conducted by the committee.
- d. If the committee recommends that adverse action be taken against the faculty member, SACUA shall advise the faculty member affected that the faculty member may request the Senate Advisory Committee to review the proceeding conducted by the hearing committee. The faculty member's request for a review shall be presented in writing to the chair or Secretary of SACUA within ten days thereafter. Upon receipt of this request SACUA may in its discretion conduct a hearing for the purpose of determining whether the hearing committee granted a fair hearing and followed the procedure prescribed by this subsection. If such a review hearing is granted, the faculty member, either in person or through a representative or both, shall have the right to appear and to comment on the proceeding before the hearing committee. A full record shall be kept of the review proceeding.

- e. If SACUA determines that the hearing committee failed to grant a fair hearing or to follow the prescribed procedure, it shall set aside the committee's findings and conclusions and remand the case to the committee for a new hearing in accordance with the procedure prescribed by this subsection. A written report of the action taken by SACUA, together with the record of its review proceeding, shall be filed with the affected faculty member, the executive head of the administrative unit, the Provost and Executive Vice President for Academic Affairs, and the President.
- f. If the hearing committee recommends that adverse action should not be taken against the affected faculty member, or if it recommends that adverse action be taken and the affected faculty member does not request a review by SACUA, or if in case a review is requested and granted it is determined that the hearing committee granted a fair hearing and followed the prescribed procedures, SACUA shall file the hearing committee's report and recommendations together with the complete written record in the case with the affected faculty member, the President, the Provost and Executive Vice President for Academic Affairs, and the executive authority of the administrative unit. In filing the report and record with the President, SACUA may also include its comments on the hearing committee's findings, conclusions, and recommendations. The affected faculty member, the executive authority of the administrative unit, and the Provost and Executive Vice President for Academic Affairs may, within ten days after receiving copies of the hearing committee's report and the record, file written comments with the President.
- g. The President shall thereafter review the record in the case and shall formulate his or her own recommendations and the reasons therefor. The affected faculty member and SACUA shall be furnished copies of the President's recommendations and may, within ten days after receiving the same, submit to the President written comments respecting the recommendations. The full record of the case, including the recommendations of the President and any comments by the affected faculty member or SACUA, shall then be transmitted by the President to the Board for final action.

A 5.06 Sec 6

Appeal Procedures for LSA Instructional Staff (*Revised: FM, December 1983, pp. 9,041-45, pp. 9,056-68; January 1984, p. 9,072-73; March 1999, p. 11,466, pp. 11,459-62; February 2004, p. 11,843-57, p. 11,869; April 2011, p. 12,256-80; February 2015, p. 12,403*)

LSA FACULTY GRIEVANCE PROCEDURE

Preamble. The University establishes the following peer-based procedure to ensure the prompt, effective, and fair resolution of faculty members' grievances.

Coverage

Sec. 1.01. This grievance procedure provides for redress when a decision or action concerning a faculty member's conditions of employment at the Ann Arbor campus violates University policy or is otherwise manifestly unfair.

Sec. 1.02. The procedure applies only to those instructional faculty who are tenured, tenure-track, or clinical faculty; research faculty, including those in the research scientists track and those in the research professors track; librarians; curators; and archivists. The

procedure does not apply to supplemental faculty such as adjunct faculty or visiting faculty, nor to those covered by a collective bargaining agreement. Faculty members otherwise entitled to use this procedure may file a timely grievance to contest the action that removed their title or brought their appointment to an end.

Sec. 1.03. The procedure applies only to decisions made by academic units (schools, colleges, centers, institutes, programs, museums, divisions, and departments) acting through Deans, Directors, department chairs, and other authorized persons. The Provost has discretion to allow use of this procedure for resolving grievances about decisions made by administrative units regarding faculty covered by Section 1.02. The procedure does not apply to issues between faculty members or groups of faculty members.⁵

Sec. 1.04. The procedure applies only to a decision or action concerning a specific individual or specific individuals, including those adversely affected by application of a policy or standard operating procedure, written or unwritten. Challenges to general academic unit or University policy are to be handled through normal governance or administrative processes.

Sec. 1.05. The procedure does not apply to decisions regarding employment, including tenure or promotion decisions, merit pay determinations, and decisions regarding clinical competence/patient safety, that are based solely and exclusively on judgments about professional performance. But this grievance process does apply to claims that the procedure followed in making such decisions failed to follow University policies and procedures or was otherwise manifestly unfair, or that the decisions violated standards of nondiscrimination contained in Regental Bylaw 14.06 (revised September 2007).

Sec. 1.06. The procedure does not serve as an additional step in a dispute that has been addressed in another formal hearing procedure of the University or a University academic unit. But a faculty member may use this grievance process to review new sanctions imposed by an academic unit acting on the basis of findings made in a different hearing procedure.

Filing Grievances; Parties and Responsibilities

Sec. 2.01. A faculty member shall file a grievance within ninety (90) calendar days of the date the grievant first knew or could reasonably have been expected to know, on the basis of documentation or otherwise if there is no documentation, of the decision or action that gave rise to the grievance. Grievances shall be filed on a Faculty Grievance Form (FGF) and submitted to the Director of Academic Human Resources (DAHR) and the SACUA Faculty Grievance Monitor (FGM). The DAHR shall transmit a copy of the FGF to the named respondent(s), with copies to the Dean or Director. In extraordinary circumstances, a Grievance Hearing Board (GHB) may extend the deadline for filing a grievance. The grievant must assert such circumstances in the FGF and provide supporting evidence.

Sec. 2.02. The parties to a grievance are the faculty member who initiates the grievance and the decision-maker(s) responsible for the contested decision or action. In larger academic units the respondent(s) would normally be the decision-maker(s) at the departmental level. Higher authorities such as Deans in those academic units are to be named as respondents only if they were actively involved in the contested decision or action. When the grievance involves a decision made, or an action taken, by a group of persons, or a decision or action reviewed through multiple organizational levels, the

⁵ The SACUA Faculty Hearing Committee was created by the Senate Assembly in 1987 to address issues between or among faculty members.

presumption is that the individual with the current ultimate authority to make the decision or take the action (for example, the person whose signature authorizes the decision or action) will be named as the sole respondent.

Sec. 2.03. Both the grievant and the respondent shall abide by all the procedures set forth here, shall participate in good faith, and shall respect the confidentiality of the process. Communication concerning the proceedings shall be limited to parties, advisers, mediators, and any others for whom information is strictly necessary for the legitimate effectuation of the process.

Sec. 2.04.

- a. Before filing a formal grievance, a grievant shall seek to resolve the dispute by discussing it informally with the person(s) who made the disputed decision or took the disputed action, or actively participated in it, or who has the authority within the relevant academic unit(s) to provide redress.
- b. Before, during, and after the processing of any grievance, the parties are strongly encouraged to seek an informal resolution by personal discussions between or among themselves, by invoking the College or University Ombuds or mediation structure, or through the intervention of College or University officials with the authority to provide redress. At any step before rendering a final decision, the Grievance Hearing Board (GHB) may remand the case to the parties with directions to seek an informal resolution. When remanding a case, the GHB shall set a timeframe for successful resolution. If it fails, the case will return to the GHB for further processing. Informal resolution, however, shall remain entirely voluntary.

Sec. 2.05. Prior to the first meeting of the GHB, the grievant, or the respondent may initiate in writing a one-time clarification of the issues to be considered. If the GHB requests the clarification, it shall be transmitted simultaneously to the grievant and the respondent, who will have 10 working days to provide a written response. If one of the parties submits a clarification, a copy shall be provided to the DAHR, the FGM, and the other party. The other party will have 10 working days to provide to the DAHR, the FGM, and the party who submitted the clarification any additional comments or information in response to the clarification. The DAHR will then forward both the clarification and the response to the GHB.

Grievance Hearing Board (GHB)

Sec. 3.01. A Grievance Hearing Board (GHB) shall be established as provided in Sec. 5.03 to handle each grievance filed by a faculty member. Closely related grievances may be consolidated before a single GHB.

Sec. 3.02. The GHB shall meet within 15 working days after it is established. The Board shall first determine in executive session whether the complaint is within the authority or jurisdiction of the grievance process under Sections 1.01 through 1.06. In addition, the Board may dismiss the grievance without a hearing if it concludes, on the basis of the FGF and all other material before the GHB, and with all questions of fact assumed in the grievant's favor, that there are no grounds for deciding the case in the grievant's favor. The GHB may also dismiss the grievance without a hearing if the grievance is filed after the expiration of the time period set forth in Section 2.01.

Sec. 3.03. Within 10 working days of its first meeting, the GHB shall advise the grievant, the respondent, the DAHR, the FGM, and the Dean or Director in writing whether it will proceed with a hearing. If the Board decides the complaint is not grievable because it is not within the coverage of Sections 1.01 through 1.06, or the grievance is to be dismissed under Section 3.02, it shall state its reasons in writing. If the Board decides to proceed, it shall specify in a written notice to the parties, the DAHR, the FGM, and the Dean or Director when and where the hearing will be held and what issues are to be addressed by the parties. The hearing shall be scheduled within 30 working days or as soon thereafter as is practicable.

Sec. 3.04. If the GHB decides the complaint is not grievable, the grievant shall have 15 working days to appeal this decision to SACUA or a faculty body designated by SACUA. The appellate body shall have 20 working days to resolve the issue. Its decision shall be final. Appeals from a GHB decision to dismiss the grievance shall be handled as provided for final Board decisions in Sections 4.01 through 4.03.

Sec. 3.05. The GHB shall ensure fair procedures for the parties in any hearing.⁶ Specifically, the grievant and the respondent shall have the following rights:

- a. To be accompanied before the GHB by advisers, who may be attorneys. The advisers may advise their clients but may not participate directly in the hearing.
- b. To appear and present their cases, and to cross-examine the witnesses and challenge the evidence presented by the other party; and
- c. To have access to all relevant evidence, testimonial and documentary, except confidential evaluations and evidence that would infringe upon the privacy interests of third persons. Upon a party's request, the chair of the GHB shall be allowed to examine relevant confidential files of an academic unit or department and to provide the Board with a summary of their contents as they relate to the grievance, giving due consideration to protecting the confidential aspects of the material.

Sec. 3.06.

- a. The GHB may call its own witnesses and obtain relevant documents, subject to the parties' right of access and the confidentiality restrictions of Sec. 3.05(c).
- b. Testimony before the GHB is voluntary. If any witness declines to testify about any issue, however, the GHB may draw appropriate inferences about what the testimony would have been based on the refusal to testify. Any such inference should be carefully supported and explained by the GHB.

Sec. 3.07. Hearings before the GHB shall be private and confidential, attended only by the principal parties and their advisers, if any; the Director of Academic Human Resources or designee; and the Faculty Grievance Monitor or designee. Unless otherwise directed by the GHB for good reason, witnesses shall attend only while testifying. The GHB chair may

⁶ The grievance procedure must comply with the demands of due process, most critically, fair notice and an opportunity to be heard. It is not intended to be a substitute for either a civil or a criminal trial and is not subject to all the requirements applicable in those settings.

invite appropriate observers or others having a substantial interest in the outcome of the case, if both the grievant and the respondent agree.

Sec. 3.08. Portions of the hearing at which testimony is taken and evidence presented shall be recorded verbatim, but the recording may be by voice recorder. Both the grievant and the respondent may also record the hearing.

Sec. 3.09. The GHB shall deliver only to the grievant and the respondent a written provisional decision within 20 working days after the completion of testimony and argument. The content of the provisional decision shall remain confidential and may not be shared at any time with any other persons except those entitled without special agreement to participate in the hearing or advise the parties under Sec. 3.07.

Sec. 3.10. The grievant and the respondent shall have 10 working days after receipt of the provisional decision to submit a written response to the GHB.

Sec. 3.11. The GHB shall consider any responses to the provisional decision and shall deliver its final decision within 10 working days after receipt of those responses. Both the provisional decision and the final decision shall include a summary of the testimony, factual findings, conclusions with reasons the grieved decision or action was or was not violative of University policy or otherwise manifestly unfair, and, if appropriate, a proposed remedy. Decisions of the GHB shall be by majority vote. The reasons for any dissent must be stated in a written minority opinion. The GHB shall present the final decision only to the grievant, the respondent, the Dean or Director, the DAHR, the FGM, and, if appropriate, the department chair.

Sec. 3.12. Although the GHB does not have executive authority, the parties are expected to respect and accept the findings, conclusions, recommendations, and any proposed remedy of the GHB as the considered judgment of a competent and disinterested peer group. The GHB may recommend actions that do not fall within the respondent's authority, and such recommendations will be considered by, and any final decisions will be made by, the appropriate party.

Appeals

Sec. 4.01. The grievant or the respondent or both may submit a written appeal of a final decision by a GHB within 20 working days of the receipt of the decision. If the Dean or Director is not a respondent, the appeal shall be submitted to the Dean or Director. If the Dean or Director is a respondent, the appeal shall be submitted to the Provost.

Sec. 4.02. An appeal shall be decided on the record made before the GHB. When necessary in the judgment of the person deciding the appeal, the proceedings may be remanded to the GHB to receive new information. A remand for new information shall be granted on the request of the grievant or the respondent only on a showing that the information could not, in the exercise of reasonable diligence, have been presented when the record was made. A remand shall set the times for further GHB proceedings, including any revised final GHB decision.

Sec. 4.03. The findings, conclusions, recommendations, and proposed remedy, if any, of the GHB shall be presumed valid on appeal, and shall be rejected or modified only because of substantial errors of fact or interpretation of University regulations, because of serious procedural irregularities, or because the appeal authority's considered judgment is that the GHB erred in deciding whether the initially grieved decision or action was or was not violative of University policy or otherwise manifestly unfair, or because any proposed remedy is clearly unreasonable or inappropriate.

Sec. 4.04. The Dean, Director, or Provost shall respond in writing within 30 working days of receiving the appeal, stating the action to be taken and the reasons for it. The response shall be transmitted to the grievant, the respondent, the members of the GHB, the DAHR, and the FGM.

Structure; Organization; Miscellaneous

Sec. 5.01. This grievance procedure applies to all University faculty defined in Section 1.02 but the Provost may approve amendments by an individual academic unit to adapt the procedure to its specific conditions or circumstances.

Sec. 5.02. A Faculty Grievance Hearing Panel (FGHP) is established from whose members each Grievance Hearing Board will have two selected randomly, subject to the exceptions contained in Sec. 5.03. The FGHP will consist of tenured faculty members, elected by each school or college in accordance with written rules formulated by that unit. Membership on the FGHP will be allotted as follows: the College of Literature, Science, and the Arts and the Medical School, four members each; the Ross School of Business, the College of Engineering, the School of Public Health and the School of Music, Theatre, and Dance, two each; and all other schools and colleges, one each.

LSA FGHP members will be tenured full professors selected by an annual lottery to serve a one year term. Fifteen members will be chosen each year, in the summer lottery: five from each Division. The lottery will exclude faculty on leave, sitting Chairs, Associate Deans, Executive Committee members, and faculty with signed retirement agreements. If a selected faculty member feels he/she cannot serve, for whatever reason, he/she may submit an appeal to the Executive Committee.

Sec. 5.03.

- a. Within 10 working days of receiving the notice of a pending grievance, the DAHR and the FGM shall meet or communicate and choose by lot two persons from the FGHP to serve on the GHB. These two members shall not come from the college(s) of the grievant. The DAHR and the FGM may then agree on the member chosen from the FGHP as chair for the GHB, or leave the choice to the Board itself.
- b. The third member of the GHB shall come from the LSA faculty and the same division as the grievant but not from any program/department in which the grievant has an appointment. LSA shall formulate written rules for electing three to five tenured faculty from each division as potential GHB members. Within 10 working days of receiving the notice of a pending grievance from the DAHR, the grievant and the respondent shall each nominate four members from this list of potential Board members. Both parties shall rank their preferences and transmit their choices to the DAHR and the FGM. Within 5 working days the DAHR and the FGM shall jointly determine the one nominee most favored by both parties. If there

is a tie among the choices, the DAHR and the FGM will jointly resolve the tie by lot.

- c. At any time prior to the first meeting of the GHB established as provided in subsections (a) and (b) above, the grievant and the respondent have the option of agreeing upon any three tenured University faculty members from any academic unit, whether or not members of the FGHP, to serve as the GHB. In this instance, the remaining provisions regarding GHBs will apply.

Sec. 5.04. A member of a GHB shall recuse herself or himself if she or he has significant personal or professional associations with either party, and any member shall be excused with the concurrence of both the DAHR and the FGM, if either the grievant or the respondent objects for sufficient cause to that person's serving. If the DAHR and the FGM disagree about excusing a GHB member, the issue shall be resolved by the Dean or Director, or, if the Dean or Director is a respondent, by the Provost. A recused or excused Board member shall be replaced by using the same procedure applicable to the selection of that member.

Sec. 5.05. The Faculty Grievance Monitor (FGM) is a tenured faculty member who is appointed annually by SACUA to monitor all grievances. In addition to the functions assigned elsewhere, the FGM and the DAHR shall have the following responsibilities:

- a. Jointly to provide or arrange for the training of FGHP members, and especially those designated as GHB chairs, in the conduct of a hearing and the preparation of a formal written decision;
- b. Jointly or separately to provide objective information to either the grievant or the respondent or both about the operation of the grievance procedure;
- c. Separately to monitor the processing of all grievances and to report to the Dean or Director, or to the Provost if the Dean or Director is a respondent, any delay or other failure to comply with specified procedures or GHB directives or decisions on appeal under Section 3.04 or Section 4.03;
- d. Separately to maintain confidential records of all grievance proceedings, including copies of all written documents that are submitted and of any written transcript of testimony that is prepared. If there is a single voice or electronic recording of the testimony, the DAHR shall maintain custody of it after the GHB renders a final decision, but shall allow access as needed by the parties, the FGM, and the University authority to whom any appeal is addressed; and
- e. Jointly to provide redacted reports or summaries of cases, with party names and all identifying details deleted, to University administrators and faculty members, scholars, and others with a legitimate interest in knowing about the proceedings.

Sec. 5.06. The Dean or Director, or the Provost if the Dean or Director is a respondent, shall take prompt action to remedy any undue delay in the processing of grievances or other failure by any party to comply with specified procedures or GHB directives or decisions on appeal under Section 3.04 or Section 4.03.

A 5.07 Sec 7 Severance Pay (RB 5.10)**1. Applicability**

Academic personnel with indeterminate tenure who are dismissed in accordance with the provisions of *RB 5.09* shall be entitled to severance pay for one academic year following written notification of dismissal except:

- a. where because of the character of the employee's conduct, the University is prohibited by law from making such payment; or
- b. where there is competent evidence to establish beyond reasonable doubt that the employee has been guilty of a felony, or a serious misdemeanor in connection with students or directly involving the University; or
- c. where there has been an intentional refusal, expressed or implied by conduct, to perform properly assigned academic duties.

2. Amount of Severance Pay

Severance pay in the case of an employee on indeterminate tenure means regular monthly payments, equal to the employee's salary during the appointment year of dismissal, covering a period following written notification of dismissal equal to one appointment year, except where the employee during such year secures other employment. In the latter event, from the time such other employment begins, the monthly payments shall not exceed the difference between the amount of the monthly payments otherwise provided herein and the employee's monthly compensation from such other employment.

3. Severance Pay for a Dismissed Faculty Member Under Contract for a Determinate Period

Severance pay in case of academic personnel under contract for a determinate period shall be the same as for personnel on indeterminate tenure, except where the period remaining under any contract following written notification of dismissal is less than one year. In such case, the payments otherwise provided herein shall extend at least to the regular terminal date of the contract.

ARTICLE VI **GENERAL REGULATIONS****A 6.01** **Sec 1** **Outside Employment** (*RB 5.12 - see also SPG 201.85*)

A full-time member of the faculty shall not during the academic year be employed for remuneration by other agencies than the University except with the approval of the proper University authorities. Such approval may be granted in the case of professional employment only when either or both of the following conditions exist:

1. When the work in question gives promise of enhancing the individual's usefulness as a teacher and scholar in the individual's field to a greater degree than a corresponding amount of work within the walls of the University.
2. When the work is of a distinctly public nature or when for any other reason the University wishes to be actively engaged in its furtherance.

In the case of nonprofessional employment, such approval may be granted only when it appears that such activity will not interfere with the performance of University duties or impair the usefulness of the individual as a teacher and a scholar.

Each of the governing faculties of the University shall formulate for the guidance of its administrative officers such regulations, appropriate to the fields represented by it, as it may consider necessary to give effect to the general policy defined herein.

Whenever outside employment is permitted in connection with a "part-time" appointment, the portion of time which is engaged by the University shall be stated in the appointment notice and in the budget.

It is the responsibility of the department chair to see to it that faculty members accept outside employment under RB 5.12 only if they can also fulfill their teaching and other professional duties. (*EP*)

A 6.02 **Sec 2** **Governmental Activities** (*RB 5.13*)

The holding of public office by staff members is considered desirable and those seeking such office should be encouraged.

Any regular staff member who becomes a candidate for any elective public office shall, upon the filing of that candidacy, notify the Secretary of the University in writing of the candidacy and file with the Secretary of the University a statement from the appropriate supervisor, department head, or dean that arrangements have been made and approved to assure that the candidacy will not interfere with the performance of University employment duties. Upon request, such candidates shall be given a leave of absence without salary during the period of the actual campaign.

All regular staff members who are elected to a public office and any regular staff member who is appointed to a public office shall file with the Secretary of the University a statement from the appropriate supervisor, department head, or dean that arrangements have been made and approved to assure that the duties of the office will not interfere with the performance of University employment duties. If such assurance cannot be made, the staff member shall either request leave of absence without salary or resign effective upon the commencement of governmental duties or upon expiration of previously granted leave. If the staff member requests leave of absence without salary, such leave shall be granted by the President for the period of one term of office, if any, or for one year. Leaves without

salary for additional terms of office, if any, or additional years of service may be granted by the President on recommendation by the dean or appropriate administrative officer.

A 6.03 Sec 3 Leaves of Absence, Temporary Absence, Sick Leave, etc.

a. Sabbatical Leaves (RB 5.14; see also SPG. 201.30-2)

Sabbatical leaves for study and research may be granted by the President on recommendation by the dean to members of the professorial staff who have completed six years of service in professorial ranks at the University. All sabbatical leaves will be reported monthly to the Board.

A sabbatical leave may be granted for an entire annual contractual period or for two halves of the annual contractual period during which time the professor shall receive one-half of his/her regular salary; or it may be granted for one-half of the annual contractual period, with full salary. A member of the faculty on sabbatical leave shall not render service for compensation in another institution or enterprise; provided, however, that this does not preclude the acceptance of a fellowship or other assistance in research but in each such case the source of additional funds and the fact that their use materially aids the planned research program of the recipient shall be fully set forth in the request for sabbatical leave.

Application for sabbatical leave shall be made in writing and addressed to the dean of the unit concerned not later than February 1, preceding the University year within which the leave is desired. The application must be accompanied by a statement of a well-considered plan for spending the leave in a manner calculated to contribute to the professional effectiveness of the applicant and the best interests of the University.

A member of the staff who is granted a sabbatical leave is expected to return to his/her duties in the University for at least one year.

b. Other Leaves of Absence (RB 5.14; see also SPG. 201.30-2)

Leaves of absence other than sabbatical, and not in excess of one year, may be granted by the President on recommendation by the dean or appropriate administrative officer to members of the faculty or to other employees of the University.

Leaves in excess of one year may be granted only by the Board upon appropriate request and recommendation. Leaves for teaching staff will be reported monthly to the Board.

c. Vacation Allowance (RB 5.15)

Instructional staff who hold appointments on a twelve-month basis shall receive annual vacation allowances equivalent to one month in twelve, with proportional allowances for appointees who have been in the service of the University for more than six months but less than twelve months. Any person who is in good standing and has been in the service of the University for one year or more, and who has earned a vacation allowance under the foregoing provisions but is unable to receive it because the person is resigning or being granted a leave without pay, may be paid in terminal allowance equal to the salary that the person would have received for the vacation period had the person continued in the University service.

d. Temporary Absences (RB 5.16)

All absences of members of the teaching staff or other academic employees shall be reported to the Dean. All absences extending over more than three weeks at any one time must be reported to the Provost and Executive Vice President for Academic Affairs.

e. Sick Leave for Teaching Staff and Academic Research Staff (RB 5.17)

In the event of accident or sickness rendering a member of the teaching or academic research staff temporarily incapable of performing his or her duties, application may be made to the President for sick leave privileges as follows, provided that the duties of the staff member shall be cared for without added expense to the University.

1. Any professor, associate professor, or member of the academic research staff who has been a full-time member of the staff for ten years or more, may apply for sick leave with salary during incapacity, but not exceeding one year of leave at full salary and thereafter one year of leave at one-half salary.
2. Any professor, associate professor, assistant professor, or other member of the teaching or academic research staff not included under e.1. above, who has been a full-time member of the staff for two years or more, may apply for sick leave with salary during incapacity but not exceeding one-half year of leave at full salary and thereafter one-half year of leave at one-half salary.

In the event of successive periods of incapacity, a total sick leave of not more than the foregoing maximum will be allowed in any five-year period. The first three weeks of any period of incapacity on account of accident or sickness shall not be included in computing the maximum allowable under the foregoing provisions. In each instance of incapacity in excess of three weeks, application shall be made to the President stating the facts and requesting the leave of absence. Reports will be made monthly to the Board for all teaching staff.

The term "*incapacity*" as herein used means temporary total inability to perform University duties, with the likelihood of restoration to full capacity for service. Cases of partial incapacity and of chronic recurring incapacity are not included but each such case shall be subject to special action by the President providing for a part-time appointment or making such other adjustment as the circumstances may indicate.

f. Sick Leave for Other Academic Personnel (RB 5.18)

Academic appointees not included in the teaching staff or academic research staff shall be entitled to sick leave with pay in accordance with regulations issued by the Provost and Executive Vice President for Academic Affairs, provided that periods of three weeks or longer shall be reported to the Provost and Executive Vice President for Academic Affairs.

A 6.04 Sec 4 Retirement (Revised: FM, February 2000, p. 11,548; March 2000, p. 11,561)

The College of Literature, Science, and the Arts subscribes to all University of Michigan policies regarding retirement.

A 6.05 Sec 5 Emeritus and Emerita Faculty

- a. Emeritus and emerita faculty shall be regarded as members of the University instructional staff who have retired and as such are entitled to attend without vote meetings of the University Senate, to march in positions of honor in academic processions, to receive The University Record, to avail themselves of the library and other facilities offered to University faculty members, to represent the University on appointment at academic ceremonies of other institutions, and in general to take part with the faculties in all social and ceremonial functions of the University. (*RB 5.20; see also SPG 201.80*)
- b. When a member of this faculty is about to retire, under the provisions of subsection a. above, a brief statement of the length of service shall be sent to the members of the faculty with the call for the last meeting at which the retiring member would be present. This statement shall be included in the minutes of the meeting. (*PC*)

A 6.06 Sec 6 Private Instructions

No member of the teaching staff shall, for pay, give private instructions in any course offered by him/her in the University, nor shall that member of the teaching staff give such private instruction in any other course without approval of the head of his/her department. (*PC*)

A 6.07 Sec 7 Sales to Students

No member of the teaching staff shall have direct dealings with students in the sale of books, instruments, lectures, notes, or similar materials. (*PC*)

A 6.08 Sec 8 Gifts to Regents, Officers, and Faculty (*RB 2.15*)

No individual Regent, officer, member of the faculty, or other employee shall accept a gift of substantial value from a student or students enrolled in the University, and no such person shall accept a gift of substantial value from any person having business relations with the University.

A 6.09 Sec 9 Gifts to the University (*RB 3.05*)

All gifts to the University in the form of money and securities or in any other forms, whether for the benefit of the entire institution or any of its subdivisions, must be reported to the President and the Board in a manner recommended by the Vice President and Chief Financial Officer and approved by the President and the Board.

No officer or member of the staff is permitted, without express permission of the Board, to accept a gift for building purposes; or to accept a gift, the maintenance of which will add to the ordinary operating budget of the University.

Each gift is accepted subject to the general policy of the Board that the wishes of the donors with respect to their gifts shall be loyally observed, so long as in the opinion of the Board such wishes do not conflict with the proper administration of the University under changes that may develop in the course of time.

A 6.10 Sec 10 Solicitation of Funds (RB 3.06)

No solicitation of funds, grants, contracts, or property shall be made by anyone for the benefit of the University, or any agency thereof, without the prior approval of the President or the President's delegated representative.

The taking of collections or solicitations of pledges at public meetings in University auditoriums and lecture rooms is prohibited.

The campus mail service, telephone system, and other University services, including mailing lists, shall not be used for the solicitation of funds or for any other purposes without the prior approval of the President or the President's delegated representative.

A 6.11 Sec 11 Ownership of Patents, Copyrights, Computer Software, Property Rights, and Other (RB 3.10)

Unless otherwise provided by action of the Regents:

1. Patents and copyrights issued or acquired as the result of or in connection with administration, research, or other educational activities conducted by members of the University staff and supported directly or indirectly (e.g., through the use of University resources or facilities) by funds administered by the University, regardless of the source of such funds, and all royalties or other revenues derived therefrom shall be the property of the University.
2. Computer software created by members of the University staff in connection with administration, research, or other educational activities supported directly or indirectly by funds administered by the University, regardless of the source of such funds, shall be the property of the University. Such computer software may be made available for use on a non-exclusive basis by those who pay appropriate charges to reimburse the University for the costs of development, distribution, and reproduction.
3. The provisions of 1. and 2., supra, shall apply unless they are inconsistent with the terms of any applicable agreement with a third-party sponsor or provider of funds, in which case the University's agreement with such sponsor or provider shall control.
4. Patents, copyrights, and property rights in computer software resulting from activities which have received no support, direct or indirect, from the University shall be the property of the inventor, author, or creator thereof, free of any limitation which might otherwise arise by virtue of University employment.
5. In cases which involve both University-supported activity and independent activity by a University staff member, patents, copyrights, or other property rights in resulting work products shall be owned as agreed upon in writing and in advance of an exploitation thereof by the affected staff member and the Vice President for Research in consultation with the Committee on Patents and Copyrights and with the approval of the University's Office of the General Counsel. It is understood that such agreements shall continue to recognize the traditional faculty and staff prerogatives and property rights concerning intellectual work products.

A 6.12 Sec 12 Non-Discrimination (see also SPG 201.35, 201.84, 201.23)

The College of LSA, in accord with University policy, in its employment and personnel practices, will not discriminate against any individual because of race, creed, religion, color, sex, age, national origin, physical handicap or ancestry except where sex, age or absence of physical handicap are bona fide occupational requirements.

B. EDUCATIONAL POLICIES AND PRACTICES

[More specific interpretations of some of the rules presented below are available in the LSA Bulletin. These interpretations may be modified from time to time by the Curriculum Committee, the Office of Student Academic Affairs, and the Advisory Committee on Admissions, etc., with the approval of the College Executive Committee.]

ARTICLE I ADMISSIONS**B 1.01 Sec 1 Admission to the College and to its Programs (Revised: FM, February 1980, pp. 8,287-91)**

The requirements for admission to the College of LSA shall be the same for all students admitted to candidacy for any Bachelor's degree. Students in good academic standing may transfer from one degree program to another, but they must meet the requirements of the program to which they transfer. No student who has not reached the age of sixteen shall be admitted to this College except by special permission of the Advisory Committee on Admissions. College policy permits some candidates granted admission to defer entrance by one year and, in special cases, by two; College policy also permits the admission of unusually qualified students before they have completed high school.

Applicants for admission as first-year students shall be given the option of providing either SAT (Scholastic Aptitude Test) or ACT (American College Testing Corp.) scores.

B 1.02 Sec 2 Admission as a First-Year Student (Revised: FM, February 1996, pp. 11,031-33)

Graduates of accredited high schools and graduates of high schools not accredited for reasons which, in the judgment of the Advisory Committee on Admissions, do not reflect on the quality of their college preparatory course may be admitted, providing they have completed a four-year program of at least 15 units of study (a total of 20 is strongly recommended) and provided that their overall high school record and other data clearly indicate probability of success in the College. When this probability is not clearly indicated, examinations may be required to provide supplementary evidence.

Specific Admissions Requirements

A unit of study is one high school year's work in a specific subject. Of the fifteen units constituting the minimum admissions requirements, fourteen are prescribed, although in special cases the Director of Admissions is authorized to make exceptions. The minimum admissions requirements are as follows, with strong recommendations for additional study:

English

Four units are required.

Foreign Languages

Two units in a single language are required; four units in a single language are strongly recommended.

Mathematics

Three units are required; four units are strongly recommended, including algebra, trigonometry, and geometry.

Biological and Physical Sciences

Two units are required; including one of biology and one of physical science. Three units are strongly recommended, including one unit of physics and one of chemistry. It is also strongly recommended that at least one unit be a laboratory course.

History and the Social Sciences

Three units are required; two units of history are recommended, including one unit of the history of the United States.

Electives

One unit of hands-on computer study is strongly recommended, as is one unit in the fine or performing arts, or equivalent preparation.

B 1.03 Sec 3 **Admission with Advanced Standing from High School**

Admission may be granted with advanced credit for work taken as post-graduate work in high school, providing the courses are equivalent to courses in an organized program of instruction of a college or university or the thirteenth year in Canadian schools wherein the courses are offered for credit toward college degrees.

In addition, the Advisory Committee on Admissions is authorized to establish procedures for granting advanced standing credit to first-year students who have completed requirements of the Advanced Placement Program administered by the College Entrance Examination Board. The College shall report to the Faculty each academic year on the administration of this program.

B 1.04 Sec 4 **Admission of Transfer Students *(Revised: FM, March 1974, p. 7,076C)***

Students with good records of scholarship and conduct in other colleges and universities may be admitted with advanced standing. Separate transcripts from each institution previously attended, including the high school from which the student graduated, shall be submitted.

Potential applicants shall be informed that distinguished performance in extension courses taught by this faculty will count in their favor toward admission and can compensate for weaknesses in their earlier record; faculty members who teach in the extension program are encouraged to recommend truly outstanding students for admission.

B 1.05 Sec 5 Admission of Special Categories of Students

Those whose preparation has not followed the conventional pattern (including educationally disadvantaged students) or whose formal education has been interrupted and who demonstrate ability to pursue profitably courses at the college level may be admitted to this College under such conditions as the Advisory Committee on Admissions shall prescribe.

B 1.06 Sec 6 Temporary Admission (*Revised: FM, March 1974, p. 7,076C; March 1984, p. 9,101*)

Any person with a high school diploma or equivalent may apply for admission to any course in the College. The candidate will be admitted upon a) a counselor's recommendation after informally ascertaining the candidate's qualifications and reasons for wishing to take the course, b) the counselor's receiving agreement from the instructor in charge of the course that this additional student would be welcome and that no regularly enrolled student would thereby be excluded, and c) the candidate's payment for a fee determined by the Regents. The student granted temporary admission will have full access to the activities of the course for which admission was granted and be entitled to a certificate of attendance and a grade. Temporary admission is subject to renewal by the Office of Admissions. A student's performance as a temporary student will weigh heavily in any subsequent application for regular admission.

B 1.07 Sec 7 Non-resident Enrollment (*Revised: FM, March 1974, p. 7,076C*)

The percentage of undergraduates from outside the State of Michigan shall under no circumstances be permitted to sink below approximately 20% and so far as possible the enrollments of foreign students shall be encouraged.

ARTICLE II COURSE OFFERINGS**B 2.01 Sec 1 Bulletin of Courses**

All courses offered for election in this College after approval by the Curriculum Committee (see A 2.06 Sec 6) and the Executive Committee shall be briefly listed in the LSA Bulletin.

B 2.02 Sec 2 Numbering of Courses

Courses shall be numbered and designated as follows: Courses 100-199, introductory, beginning courses, typically for First-Year Students and Sophomores; Courses 200-299, intermediate, lower division, Sophomore courses; Courses 300-399, upper-class, major courses, Juniors and Seniors; Courses 400-499, upper-class, major courses, Junior and Seniors, graduate credit also given; Courses 500 and higher, graduate courses.

B 2.03 Sec 3 Changes in Course Offerings

When a department proposes to make a change in course offerings, for example, to offer a new course or to delete an existing course or modify the number, title, credit hours, prerequisites, or description of an existing course, or appropriateness of a course for distribution, the Chair of the Department shall submit to the Curriculum Committee and the Executive Committee a detailed statement in support of the change requested. Only after authorization has been given shall the change be indicated in the LSA Bulletin. The content of the course shall correspond to the description of the course.

B 2.04 Sec 4 Introduction to the University (Revised: FM, January 1974, p. 7,221-22)

The Dean and the Executive Committee of the College shall appoint one or more distinguished professors to direct the planning and organization of the first-year student program, Introduction to the University. Discussion or seminar instructors shall see themselves as advisors for students enrolled in this course.

B 2.05 Sec 5 Collegiate Institutes (Revised: FM, April 2000, p. 11,561)

The Dean's delegate and the Curriculum Committee shall encourage and supervise the establishment of a number of Collegiate Institutes for the interdisciplinary exploration of important problems. Each Institute shall a) include not less than three faculty members committed to giving one, single-term interdisciplinary course per year for the Institute; b) provide a two-, three-, or four-term curriculum (normally including courses or special sections of courses already listed in the LSA Bulletin) that would absorb approximately one-half of a student's course work during that period; c) have physical headquarters where students and faculty can meet informally. Although Institutes are expected to experiment with innovative forms of teaching and learning, they shall maintain a teacher-student ratio comparable to that for the College as a whole, and students enrolled in an Institute shall have as their advisors members of its faculty. The authorization for any single Institute shall not extend longer than four years.

B 2.06 Sec 6 Student Opinion of Courses and Teaching

The College shall conduct annually, through the departments, a student opinion questionnaire on courses and teaching. This questionnaire may be a standardized instrument applicable to a broad range of departments, or one tailored to the special situations and purposes of departments and individual teachers.

The results of the questionnaire shall be used to improve instruction and any administrative use of the results, except in matters of promotion, shall take place at the department level, and then only on the basis of departmental decision, after full discussion within the department.

The form of the questionnaire and the procedure for handling it shall aim especially at eliciting deliberate, considered student response, in the interest of guiding students toward standards of real educational significance as well as of making the results as meaningful as possible.

ARTICLE III COURSE ELECTIONS**B 3.01 Sec 1 Election of Courses (Revised: FM, March 1984, p. 9,101; April 2000, p. 11,561)**

Election of courses for the first term must be approved by one of the designated LSA academic advisors. Thereafter, students shall be encouraged to seek advice from the LSA Academic Advising Center or from individual faculty members; however, each student shall assume the responsibility for planning an academic program that is commensurate with the student's ability and aspirations and that satisfies the degree requirements.

Each student shall be responsible for the accuracy of his/her elections and for registering at the prescribed time. Late registration shall be subject to a late registration fee to be set by the Registrar. Registration after the second week of a term requires permission of the Office of Student Academic Affairs.

- B 3.02 Sec 2 Changes in Elections (Revised: FM, March 1984, p. 9,101, pp. 11,905-06)
*NOTE: text in bold italics indicates changes approved in principle at FM, December 2004, p. 11,889; in abeyance, pending action by the Registrar's Office***
- Every student is expected to complete the program of courses which were originally elected. When circumstances warrant, however, changes in elections may be made by filing with the Registrar a Change-of-election worksheet. This worksheet must bear the signed approval of the student's faculty counselor if the student is a first-year student or transfer student, if the change is made after the third week of the term (second week for half-terms), or for approval of overloads or underloads.
- No courses may be added to or dropped from the original elections after the third week without the permission of the appropriate faculty counselor. *For all courses taken during the student's first term in the College, all "Ws" for approved drops will be expunged from the official transcript. For all courses taken during the student's second term, or in subsequent terms in the College, all approved drops will be recorded on the transcript with a "W." Unofficial drops will be recorded on the transcript with an "ED."*
- Exceptions to the rules governing changes of elections may be made in individual cases by the Office of Student Academic Affairs only when warranted by extraordinary circumstances.
- B 3.03 Sec 3 Changes in Hours of Credit (Revised: FM, March 1984, p. 9,101)**
- A student may, with the consent of the instructor and appropriate departmental representative and with the approval of the Office of Student Academic Affairs, elect a course for either more or fewer hours than the number printed in the LSA Bulletin.
- B 3.04 Sec 4 Admission to Classes Not Elected (Official Audit)**
- A student may be denied admission to any course which the student has not officially elected for credit. The privilege of officially auditing may be granted by the Administrative Board with the consent of the instructor concerned.
- B 3.05 Sec 5 Repetition of High School Work**
- A student may not elect for credit any course which is substantially a repetition of work taken in high school, unless the student receives the permission of the department concerned.
- B 3.06 Sec 6 Election of Courses in Other Units of the University**
- Courses offered by other units of the University may be elected for credit toward program, Michigan semester hours, and Michigan honor points, provided that such courses are not specifically designated by the Executive Committee as unacceptable in meeting the degree requirements.

B 3.07 **Sec 7** **Designation of Students by Classes**

Whenever the terms First-Year Student, Sophomore, Junior and Senior are used to designate the academic standing of undergraduate students in this College, the terms shall mean:

First-Year Student -- a student with less than 25 hours of credit

Sophomore -- a student with 25 hours but not more than 54 hours of credit

Junior -- a student with 55 hours but not more than 84 hours of credit

Senior -- a student with 85 hours or more of credit.

B 3.08 **Sec 8** **Undergraduate Elections** (*Revised: FM, March 1984, p. 9,101; September-October 1987, p. 9,767, pp. 9,773-74; December 1990, p. 10,309, p. 10,313; February 1999, p. 11, 395, pp. 11,452-53*)

Undergraduate students may elect any courses offered in this College for which they have the prerequisites and may enroll in any program offered by LSA whenever they meet the prerequisites of that program, providing the program can accommodate additional students.

Students seeking the B.A./B.S./B.S. Chemistry degrees are encouraged to satisfy the language requirement during their first term in residence in the College, and to continue, in successive terms, to pursue this requirement, until it is completed.

Courses in LSA that are used to fulfill the College's language requirement for the B.A. and B.S. degrees must be passed with a grade of at least C- in each semester of the sequence.

Entering students continuing the study of a language shall elect the course indicated by a placement test. Such students shall receive credit for the course so indicated or for a course below the level indicated by the placement test if lower placement is requested by a student and approved by the representative of the language department concerned. Students shall be permitted and encouraged to satisfy the language requirement by achieving a score on a reading or reading-listening examination equivalent to a two-year college proficiency as determined by consultation between the Curriculum Committee and the various language departments. A student may take this examination more than once.

All students are expected to satisfy the First-Year Writing Requirement during their first two terms in residence.

B 3.09 **Sec 9** **Election of More or Less Than Normal Full-Time Program** (*Revised: FM, November 1974, p. 7,189; March 1984, p. 9,101*)

Normal progress to the degree implies eight terms of full-time study, consisting of approximately 15 credit hours per term. Many students will require slightly more or less time or have good reason for taking fewer courses one term and more the next. A student planning to take fewer than 8 or more than 18 credit hours shall obtain a counselor's permission.

Any undergraduate in good standing is entitled to eight terms of study even if the requirements for the bachelor's degree have been completed in fewer than eight terms.

B 3.10 Sec 10 Summer Session Elections (Revised: FM, March 1984, p. 9,101)

A student may normally elect in the Spring or Summer half-terms a program not to exceed 9 hours in each term. For purposes of this section the hours of courses which span the Spring and Summer half-terms will be considered as equally divided between those terms. Additional hours may be elected with the consent of the appropriate counselor.

B 3.11 Sec 11 Double Registration

Departments may, in cooperation with the Rackham School of Graduate Studies and other Schools and Colleges on the Ann Arbor campus, adopt programs leading to combined bachelor's and master's degrees. In any case, seniors who are within six hours of completing the requirements for graduation and who have been admitted to the Graduate School may register simultaneously in this College and in the Graduate School.

ARTICLE IV EXAMINATIONS**B 4.01 Sec 1 Final Examinations**

All students shall be required to take the final examinations in every course they have elected in which a final examination is given.

The official examination schedule shall be followed; an instructor may not depart from the official schedule unless prior approval of the University Committee on Examinations is obtained.

All students are expected to take their final examinations at the time fixed in the official schedule of examinations. No single student may be examined at a time earlier or later than the official time unless a mutually agreeable time has been arranged in advance by the student and the instructor.

B 4.02 Sec 2 Absence from Final Examinations (Revised: FM, April 1982, p. 8,709; October 1982, p. 8,803)

Instructors shall report to the Registrar all absences from final examinations.

A student who is unavoidably absent from a final examination may, upon presentation of an excuse satisfactory to the instructor, be granted the privilege of making up the examination within the first four weeks of the next Fall or Winter term in residence.

B 4.03 Sec 3 Number and Duration of Examinations

Examinations shall be scheduled at the rate of four examinations a day; each examination period shall be two hours in length, but each department (or instructor) shall have the authority to determine the length of time for each examination within the two hour period.

ARTICLE V**GRADES AND CREDITS****B 5.01 Sec 1**

Grades and Significance (*Revised: FM, November 1974, p. 7,189; March 1984, p. 9,101; March 2000, p. 11,549, p. 11,561*)

The instructor in charge of each course shall submit letter grades to the Registrar for every student enrolled, except for courses in experimental settings (such as all Living-Learning Programs administered by LSA, Mini-courses), which may receive a general dispensation from this requirement. Any other departure from this requirement must have the recommendation of the department in which the course is listed and the approval of the Curriculum Committee.

Any letter grade submitted with pluses and minuses shall be so recorded and these distinctions counted in the grade-point average.

Reports in each course shall be made in accordance with the following system of grades and reports:

<u>Grades</u>	<u>Significance</u>	<u>*Michigan Honor Points per Elected Hour</u>	<u>Michigan Semester Hours</u>	<u>*Credit Toward Program</u>
A+	Excellent	4.0	as elected	as elected
A	Excellent	4.0	as elected	as elected
A-	Excellent	3.7	as elected	as elected
B+	Good	3.3	as elected	as elected
B	Good	3.0	as elected	as elected
B-	Good	2.7	as elected	as elected
C+	Acceptable	2.3	as elected	as elected
C	Acceptable	2.0	as elected	as elected
C-	Acceptable	1.7	as elected	as elected
D+	Deficient, but passed	1.3	as elected	as elected
D	Deficient, but passed	1.0	as elected	as elected
D-	Deficient, but passed	0.7	as elected	as elected
E	Not passed	0.0	as elected	none
ED	Dropped unofficially	0.0	as elected	none
CR	Credit	0.0	none	as elected
NC	No Credit	0.0	none	none
P**	Passed	0.0	none	as elected
F**	Fail (Pass/Fail only)	0.0	none	none
<u>Reports</u>				
W	Withdrew with permission	0.0	none	none
I	Incomplete	0.0	none	none
X	Absent from exam	0.0	none	none
NR**	No report from instructor	0.0	none	none
Q**	Course not officially elected	0.0	none	none
Y***	Course continued	0.0	none	none
VI	Visit (Official Audit)	0.0	none	none

* CTP indicates the number of credit hours earned toward a degree; MHP refers to the number of honor points. The honor points earned for a graded course are calculated by multiplying the number of credit hours for which the course was elected by the number of honor points earned on the grading scale.

** Report by Registrar; not a grade.

*** Report used for courses of more than one semester's duration; use of this report requires approval of the Curriculum Committee.

B 5.02 Sec 2 Non-graded Courses (Revised: FM, April 1994, pp. 10,739-10,740, pp. 10,753-54; April 1995, pp. 10,871-72, pp. 10,932-34)

Courses for which no letter grade (A+ through E) is recorded on the transcript or no evaluative narrative is provided are called non-graded courses. Up to 30 credit hours out of the total of 120 credit hours required for graduation may be in non-graded courses. The transcript notations for non-graded LSA courses are P/F (Pass/Fail) and CR/NC (Credit/No Credit). In addition, non-graded courses offered by other units may be recorded as S/U (Satisfactory/Unsatisfactory).

Those courses which assign the notation CR/NC do so on a course-wide basis and only after approval by the LSA Curriculum Committee.

Experiential and Directed Reading/Independent Study courses that are graded on a CR/NC basis *may be* included in a major or minor program, but *may not be* included in an area distribution plan.

A student may elect a course on a Pass/Fail basis, in which case the Registrar will enter a grade of **P** if a grade of "C-" through "A+" had been reported on the grade sheet submitted by the instructor and a grade of **F** if a grade less than "C-" had been reported on the grade sheet.

The decision to take a course on a Pass/Fail basis or graded basis may be changed through the third week of classes or the second week for a half-term.

Courses elected on a Pass/Fail basis *may not be* included in a major or minor program but *may be* included in an area distribution plan.

The final course in a sequence used to fulfill the Language Requirement *may not be* elected on a Pass/Fail basis.

Should a student wish to display letter grades for courses listed Pass/Fail sometime after all courses that will be taken on a Pass/Fail basis have been completed, the student may upon payment of a fee set by the Registrar direct that an appendix to the transcript be prepared listing all courses taken Pass/Fail along with the letter grade originally submitted by the instructor.

B 5.03 **Sec 3**

Report of Incomplete (*Revised: FM, February 1982, p. 8,677; March 1982, p. 8,689; March 1984, p. 9,101*)

A report of "Incomplete" may be assigned only if the unfinished part of the student's work is small, the work is unfinished for reasons acceptable to the instructor, the student's standing in the course is otherwise of C- grade or higher, and the student has taken the final examination.

To obtain credit for courses reported "Incomplete," the student shall complete the unfinished portion of the work within the first four weeks of the next Fall or Winter Term in residence. Requests for extensions of time will be considered if within the four-week period the student presents to the Office of Student Academic Affairs a petition endorsed by the instructor concerned. A grade of "E" will be recorded for all work not made up within the time limits set forth above.

B 5.04 **Sec 4**

Penalty for Not Completing Courses Elected

Grades of "ED," "F," or "NC," as appropriate, will be recorded for all courses unofficially dropped. Grades of "E," "F," or "NC," as appropriate, will be recorded for all courses for which "I" and "X" have been recorded and have not been removed as provided above. "NR" will change to "ED," "F," or "NC," as appropriate, if no report is received within the first four weeks of the next Fall or Winter Term in residence.

B 5.05 **Sec 5**

Repetition of Courses in which Credit Toward Program Has Been Awarded (*Revised: FM, February 2015, p. 12,403*)

A student who has received a grade of "D+," "D," or "D-" in a course may re-elect the course. Additional hours of credit toward program may not be earned by such re-election, but the Michigan semester hours and Michigan honor points for both elections shall be included in the calculation of the student's grade point average. A student may repeat a course in which the student received a grade of "P," "CR," or a grade of "C" or higher, but no additional hours credit toward program, Michigan semester hours or Michigan honor points will be earned; the grade received will appear on the transcript, but will not affect the student's grade point average.

B 5.06 Sec 6 Repetition of Courses in which Credit Toward Program Has Not Been Awarded

A student who has received a grade of "E," "F," or "NC" in a course may re-elect the course for degree credit. The hours and points for both elections shall be included in the calculation of the student's grade point average.

B 5.07 Sec 7 Change of Grade (*Revised: FM, March 1984, p. 9,101*)

A grade once reported may be changed only by action of the Office of Student Academic Affairs. The Office of Student Academic Affairs is authorized to approve a grade change to correct an error. Requests must be accompanied by a formal explanation by the faculty member in charge of the course outlining the circumstances surrounding the original error and justifying the grade change. This explanation must be attached to the supplementary grade form on which the request for a grade change is submitted. Final authority for approval or disapproval of grade changes resides with the Office of Student Academic Affairs except in cases concerning "Y," "I," "X" conversion.

B 5.08 Sec 8 Deficiencies in Writing (*Revised: FM, February 1999, p. 11,395, pp.11,452-53; April 2003, p. 11,793, p. 11,806*)

If an instructor or a student's relevant academic standards board finds the written work of a student to be deficient, that instructor or board shall have the authority to require additional writing assignments without added credit. The instructor or board may send the student to the Gayle Morris Sweetland Writing Center, which shall have the authority to supervise the required work. Instructors are authorized to refuse credit or to give a reduced grade to written work that does not demonstrate an accurate, effective use of the English language.

B 5.09 Sec 9 Transfer Credit

Credit transferred to this College from another instructional unit of this University shall be recorded with the points earned in that unit. All other transfer credit shall be recorded only as credit toward program. Scholastic rank and honors shall be computed on the basis of the credit earned in residence.

B 5.09a Sec 9a Residence Credit (*Revised: FM, October 1974, p. 7,160*)

At least 60 hours credit towards program required for the A.B., B.S. (Chemistry), B.S. or B.G.S. degrees must be earned in residence. Residence credit is granted only for courses taken on the Ann Arbor campus, and courses taken at off-campus sites but directed by Ann Arbor faculty present on the site. However, up to 15 hours credit towards program which is required for the degree will be accepted for work supervised by Ann Arbor faculty through Boards of Study and Summer Independent Study work.

At least 30 of the last 60 credit hours required for the degree must be earned in-residence in the last two years of study.

No more than 60 hours credit toward program which is required for the degree may be earned by advanced placement, credit by examination, extension and correspondence courses, transfer from other institutions, and off-campus independent study, except that up to 90 hours credit toward program which is required for the degree may be transferred from other Schools and Colleges of the University of Michigan at Ann Arbor.

B 5.10 Sec 10 Credit by Extension and Correspondence (Revised: FM, March 1984, p. 9,101)

Students in-residence may not elect correspondence or extension courses without prior permission from the Office of Student Academic Affairs. Extension/correspondence courses taken through the University shall be recorded without Michigan semester hours or Michigan honor points.

B 5.11 Sec 11 Credit by Examination

Students, both prior to admission and while enrolled, may earn credit toward program by satisfactory performance on examination, provided that:

1. The amount and nature (departmental or course) of credits in specific courses and subjects will be determined by the departments responsible for teaching those courses and subjects.
2. Departments that are willing to have credit by examination granted in their subjects will determine what examination will be used.
3. The Curriculum Committee will determine what examinations may be used for distribution credit that is not course or departmental credit. In case such examinations are to be constructed locally, they will be constructed and graded by members of the faculty.

B 5.12 Sec 12 Credit for Military Training

The College does not grant credit for those R.O.T.C., N.R.O.T.C., or A.F.R.O.T.C. courses which are not cross-listed with courses offered by LSA departments or by other Schools and Colleges of the Ann Arbor Campus.

B 5.13 Sec 13 Reporting Grades

NOTE: text in bold italics indicates changes approved in principle at FM, December 2004, p. 11,890, p. 11,906; in abeyance, pending action by the Registrar's Office

The grades and credit hours for all students shall be reported by the instructors to the Registrar. The Registrar shall record all such grades, credits and points. ***In addition, for all undergraduate classes with enrollments of ten or more students, the Registrar shall record the class size and median class grade. For classes enrolling both undergraduate and graduate students, the Registrar shall record the class size and median grade for the undergraduate students in the class.*** The Registrar shall prepare from time to time, and at least once every five years, a statement of the grades reported by courses, make a statistical study of their distribution by departments, and make this information available for distribution to Chairs and Directors.

The grades of all students are due in the Office of the Registrar no later than four days after the final exam for the course (including Saturday and Sunday and not including University holidays).

B 5.14 Sec 14 Announcing Grades

Grades shall be mailed to students by the Registrar at the end of each term.

B 5.15 Sec 15 Records Requiring Faculty Action (Revised: FM, March 1984, p. 9,101)

At the end of each semester or summer session, the Registrar shall transmit to the Office of Student Academic Affairs (1) the records of all students whose term grade point average and/or cumulative (overall) grade point average is less than 2.0, (2) the records of students currently on academic probation, (3) the records of students with two or more unfinished courses and (4) other records as identified by the Office of Student Academic Affairs. The Registrar shall enter on the permanent record of each student the action taken by the Office of Student Academic Affairs as a result of such notification.

B 5.16 Sec 16 Certification for Degrees and Certificates

The LSA senior auditors shall (1) at appropriate times prepare lists of all students who, according to the auditors' records, have fulfilled the requirements prescribed by this Faculty for degrees and certificates, (2) shall certify such lists to the Dean for action, and (3) shall transmit on behalf of the Faculty all approved lists to the Board of Regents for the conferring of the appropriate and recommended degrees and certificates.

B 5.17 Sec 17 Issuance of Transcripts of Records (Revised: FM, November 1974, p. 7,190)

The Registrar shall, upon request by a student, provide an official transcript of the student's academic record. For this service a charge may be made in accordance with currently established fees.

A student may, during the last term in residence and upon payment of a fee set by the Registrar request a special transcript a) listing no courses, b) listing courses but no grades, c) translating all grades into "P," or "F," or d) listing all courses as originally chosen, pass/fail or graded. The transcript must clearly indicate which option has been chosen. If a transcript is issued listing courses without grades, then all courses for which "W," "E," "F," "I," "X," "NR," or "ED" have been reported shall be deleted from the transcript. If a transcript is issued which translates all course grades into "P" or "F," then grades of "D+" through "E," and "F" shall be shown as "F"; "W," "I," "X," "NR," and "ED" shall be shown without change.

ARTICLE VI REQUIREMENTS FOR GRADUATION**B 6.01 Sec 1 Degree of Bachelor of Arts (except Joint and Teacher Certificate Programs) (Revised: FM, February 1999, p. 11,395, pp. 11,452-53; December 2001, pp. 11,691-92, February 2002, p. 11,707; April 2003, p. 11,793, p. 11,806)**

The requirements for the degree of Bachelor of Arts are:

- a. 120 hours credit toward program, with an average of 2.0 or better, in courses which are not specifically designated by the Executive Committee as unacceptable in meeting degree requirements,
- b. 100 hours credit toward program in courses offered by LSA departments or programs, or listed in the LSA Bulletin,

- c. at least 60 hours credit toward program exclusive of courses in the department of the major and courses which are counted as cognates for the major,
- d. fourth term proficiency in a foreign language,
- e. completion of the First-Year Writing Requirement and the Upper-Level Writing Requirement, and
- f. distribution and major requirements.

B 6.02 Sec 2 Degree of Bachelor of Science (except Joint, Special and Teacher Certificate Programs)

The requirements for the degree of Bachelor of Science are the same as those for the Bachelor of Arts except that 60 hours credit toward program (including courses in the department of the major) must be earned in courses within the Physical Sciences, Natural Sciences, and in the Departments of Mathematics, Computer and Communication Sciences, or Statistics as approved by the Curriculum Committee.

B 6.03 Sec 3 Degree of Bachelor of Science (Chemistry)

The requirements for the degree of Bachelor in Science (Chemistry) shall be the same as those for the Bachelor of Science except that the Bachelor of Science (Chemistry) requires 124 hours of credit toward program.

B 6.04 Sec 4 Degree of Bachelor in General Studies (*Revised: FM, February 1999, p. 11,396, pp 11,452-53; April 2003, 11,794, p. 11,806*)

The requirements for the degree of Bachelor in General Studies are:

- a. 120 hours credit towards program, with an average of 2.0 or better, in courses which are not specifically designated by the Executive Committee as unacceptable in meeting degree requirements, and excluding hours in excess of 60 in a single department.
- b. 100 hours credit toward program in courses offered by LSA departments or programs, or listed in the LSA Bulletin.
- c. completion of the First-Year Writing Requirement and the Upper-Level Writing Requirement, and
- d. 60 hours credit toward program, with an average of 2.0 or better in courses numbered 300 or above, 40 of which must be LSA hours and no more than 20 in a single department.

B 6.05 Sec 5 Joint Degree Programs, Degree of Bachelor of Arts (Joint Program in Liberal Arts and Architecture)

The requirements for the degree of Bachelor of Arts in the Joint Program in Liberal Arts and Architecture are the same as those for the Bachelor of Arts except:

- a. The major field must be approved by the counselor for the Architecture program and LSA advisor for the major.

- b. The major program shall include 18 hours in LSA courses at the 300 level or above and may include up to 12 hours in Architecture courses which are approved for the major by the LSA advisor for the major. The major program shall include at least 30 hours.
- c. 82 rather than 108 hours credit toward program in courses offered by LSA departments or programs, as listed in the LSA Bulletin shall be required. At least 30 of these shall be earned in residence.
- d. All requirements for the Degree of Master of Architecture shall be satisfied.

B 6.06 Sec 6 Degrees of Bachelor of Arts and Bachelor of Science (Joint Program in Liberal Arts and UM Dentistry or Liberal Arts and UM Medicine)

The requirements for the degrees of Bachelor of Arts and Bachelor of Science in the joint programs in Liberal Arts and Dentistry, and Liberal Arts and Medicine are the same as those for the degrees of Bachelor of Arts and Bachelor of Science except:

- a. 105 rather than 120 hours credit toward program, with an average of 3.0 or better in courses which are not specifically designated by the Executive Committee as unacceptable in meeting degree requirements.
- b. 6 hours of the major program may be deleted.
- c. At least 45 of the 105 hours must be earned in-residence in the College.
- d. All courses required in the first two years by the University of Michigan School of Dentistry or the University of Michigan Medical School must be completed with an average of "C" or better.

B 6.07 Sec 7 Degrees of Bachelor of Arts and Bachelor of Science (Joint Program in Liberal Arts and Engineering)

The requirements for the degrees of Bachelor of Arts and Bachelor of Science in the joint program in Liberal Arts and Engineering are the same as the requirements for the degrees of Bachelor of Arts and Bachelor of Science, except:

- a. The requirements of one of the degree programs of the College of Engineering shall be satisfied.
- b. 90 rather than 108 hours credit toward program are required in courses offered by LSA departments or programs, or listed in the LSA Bulletin.

B 6.08 Sec 8 Degrees of Bachelor in General Studies (Joint Program in Liberal Arts and Engineering)

The requirements for the degree of Bachelor of General Studies in the joint program in the Liberal Arts and Engineering are the same as those for the degree of Bachelor in General Studies except:

- a. The requirements of one of the degree programs of the College of Engineering shall be satisfied.

- b. 90 rather than 100 hours credit toward program are required in courses offered by LSA departments or programs, or listed in the LSA Bulletin.
- c. 40 rather than 60 hours credit toward program, with an average of 2.0 or better, must be in courses numbered 300 or above, excluding hours in excess of 15 in a single department. This 40 hours credit toward program must be in courses offered by LSA departments or programs, or listed in the LSA Bulletin.

B 6.09 Sec 9 Teacher's Certificate Requirements (Revised: FM, March 1984, p. 9,101)

The requirements for graduation with a teaching certificate and a Baccalaureate are the same as those for the particular Baccalaureate except:

- a. 127 rather than 120 hours credit toward program, with an average of 2.0 or better, in courses which are not specifically designated by the Executive Committee as unacceptable in meeting degree requirements must be earned.
- b. 104 rather than 108 hours credit toward program in courses offered by LSA departments or programs, or listed in the LSA Bulletin must be earned. (100 hours credit toward program for B.G.S. students.)
- c. The following requirements which shall be specified by the School of Education must be met:
 1. Teaching Major and Teaching Minor,
 2. 23 hours credit toward program in professional education courses, and
 3. 40 hours credit toward program in general education.

B 6.10 Sec 10 Area Distribution Requirement (Revised: FM, January 1978, pp. 7,869-70; March 1978, pp. 7,887-89, pp. 7,920-25; March 1996, pp. 11,043-46, April 1996, p. 11,069; March 1997, p. 11,147, pp. 11,164-65; February 2002, p. 11,702, p. 11,707)

Candidates for the A.B., B.S., or B.S. Chemistry degree must fulfill the Area Distribution Requirement with 30 credits of courses designated as meeting the requirement.

Students must complete seven credits in each of the following three areas: Natural Sciences (NS), Social Sciences (SS), and Humanities (HU).

Students must also complete three additional credits in each of three of the following five areas: (NS), (SS), (HU), Mathematical and Symbolic Analysis (MSA), and Creative Expression (CE). Credits in courses designated Interdisciplinary (ID) may be used to satisfy up to nine credits of this part of the requirement.

Courses are designated as acceptable for each category by the LSA Curriculum Committee.

B 6.11 Sec 11 LSA Writing Requirement (Revised: FM, November 1974, p. 7,183; January 1978, pp. 7,839-49, pp. 7,853-60; March 1984, p. 9,101; October 1989, pp. 10,113-14, pp. 10,117-20; April 1994, p. 10,745, p. 10,754; February 1999, pp. 11,396-97, pp. 11,452-53; April 2003, 11,794-95, p. 11,806)

Candidates for the A.B., B.S., B.S. Chemistry, and B.G.S. degrees must satisfy a three-part writing requirement, which includes:

a. Entrance Assessment

An assessment of competence designed and administered by the Gayle Morris Sweetland Writing Center before enrolling in required First-Year Writing courses.

b. First-Year Writing Requirement

Each student must receive no less than a C- in a course that satisfies the First-Year Writing Requirement. Students may take Practicum (a two-credit course offered by the Sweetland Writing Center) followed by a course that fulfills the First-Year Writing Requirement. Or they may take only a course that fulfills the First-Year Writing Requirement. The Gayle Morris Sweetland Writing Center shall have the authority to approve courses taken at other colleges and universities as fulfilling the First-Year Writing Requirement for transfer students.

c. Upper-Level Writing Requirement

Each student must receive no less than a C- in a Sweetland Writing Center approved advanced writing course or program at the 300-400 level after they have satisfied the First-Year Writing Requirement. The Upper-Level Writing Requirement should be fulfilled, whenever possible, in the student's major. It may be fulfilled in any disciplinary area when such a course is not offered in the student's major, and it may be taken in any area when no major is declared.

The Dean of the College of LSA shall form an Executive Committee for the Sweetland Writing Center, to be chaired by the Director of the Center. The Executive Committee shall consist of six additional faculty (two from each division of the College), one graduate student from the Sweetland Seminar, and two lecturers or professional and administrative staff in the Sweetland Writing Center.

To assist in the efforts of the College to improve student writing, each Department Chair shall appoint one faculty member in that department to serve as writing liaison to the Sweetland Writing Center. The persons so appointed shall work with the Center to develop departmental mechanisms for enhancing writing instruction and to improve student writing throughout the undergraduate curriculum.

Any student enrolled at the University of Michigan may turn to the Sweetland Writing Center for additional help in learning to write effectively, and any member of the faculty may call upon the Center to assist some or all of the students taking a particular course. The Center shall oversee and provide resources for a variety of efforts to improve the quality of student writing. The Center will also encourage the establishment of new courses that emphasize writing and that may, on its recommendation to the Curriculum Committee of the College, be approved by that Committee as satisfying the First-Year Writing Requirement.

B 6.12 Sec 12

Language Requirement (*Revised: FM, January 1987, pp. 9,672-75; February 1987, pp. 9,685-9,687; December 1990, p. 10,301-02, p. 10,309; January 1991, p. 10,313; March 1995, pp. 10,867-68; April 1995, pp. 10,932-34*)

Candidates for the A.B., B.S., or B.S. (Chemistry) degree must demonstrate fourth-term proficiency in a language other than English by one of the following:

- a. credit toward program in a fourth-term language course,
- b. advanced placement credit at least at the fourth-term level, or

- c. achieving a score on a reading or reading-listening examination which indicates fourth-term proficiency.

The final course in an elementary language sequence used to fulfill the Language Requirement must be elected on a graded basis or, for Residential College students in a Residential College language course, with a narrative evaluation.

The language requirement may not be met by the completion of fourth-year high school work in a language.

B 6.13 Sec 13 **Race and Ethnicity: College Requirement (New: FM, March 1990, pp. 10,168a-68e, pp. 10,171-72, pp. 10,181-84a; April 1990, pp. 10,191-96; October 1990, pp. 10,267-72, p. 10,275; April 1995, pp. 10,909-24; December 2016, pp. 12,454-55)**

All entering students who are candidates for a College degree must complete one course that addresses issues arising from racial or ethnic intolerance.

All courses satisfying the course requirement on Race and Ethnicity must address 1) the meaning of race, ethnicity and racism; 2) racial and ethnic intolerance and resulting inequality as it occurs in the United States or elsewhere, and 3) comparisons of discrimination based on race, ethnicity, religion, social class, gender identity and/or gender expression, ability/disability status, sexual orientation, or national origin.

Every course satisfying the Race and Ethnicity requirement must devote substantial, but not necessarily exclusive, attention to the required content. Courses may meet this requirement by various means consistent with disciplines or fields of study and faculty members from all departments are urged to think creatively about how their field might contribute to the requirement.

Faculty members wishing to offer a course that satisfies the requirement must receive the prior approval of the College's Curriculum Committee.

The Curriculum Committee will annually collect and make available the syllabi from all courses approved for meeting the requirement.

An approved course on Race and Ethnicity may also, where appropriate, be used to satisfy a distribution, major, or minor requirement.

(Effective for students entering the College in Fall 1991.)

B 6.14 Sec 14 **Quantitative Reasoning (QR) Requirement (New: FM, January 1994, pp. 10,663-67, pp. 10,682-83)**

Students may fulfill this requirement either by:

- a. successfully completing one course (of three credits or more) designated QR/1 (for full QR credit); or
- b. successfully completing two courses (at least one of which must be of three credits or more) designated QR/2 (for half QR credit).

B 6.15 **Sec 15** **Major Requirements for A.B. and B.S. Degrees** (Revised: FM, March 1984, p. 9,101; March 1999, pp. 11,439-40, 11,465-66)

Students are expected to declare a major prior to the beginning of their junior year. The program must be approved by a departmental advisor and may be revised with the approval of the departmental advisor, provided the change does not unduly extend the length of time required to earn the degree. Major programs include the following types:

- a. **Departmental Programs**, concerned with the disciplines of particular departments
- b. **Area Programs**, concerned with the study of culture and civilizations of selected areas of the world
- c. **Interdepartmental Programs**, having as their unifying principle a topic or central idea which may best be understood through a selection of course offerings of several departments
- d. **Special Programs**, for preparation for certain professions or vocations
- e. **Individual Programs**, for students whose academic needs are not met by other major programs

Each major program shall consist of from 24 to 48 hours credit toward program, with an average of 2.0 or better, at the 200 level or higher. Courses used to satisfy the distribution requirements may not be used for the major. No more than 30 hours may be required for the major from any single department. Requirements for the major will be published in the LSA Bulletin.

Students have the option of obtaining a minor in a different area of study from their major. A minimum of 15 credit hours are required for a minor. Other requirements for a minor will be published in the LSA Bulletin.

Students who have special academic interests which do not fall within existing departmental, interdepartmental, area, or special major programs may propose their own major within the framework of the Individual Major program.

Any student who is considering following an Individual Major should define the core or unifying element of the intended program and, in consultation with academic advisors from departments which offer courses relevant to the proposed subject, prepare a four-semester academic plan designed to produce a thorough study of that subject. The student must consult an advisor for the major from the department or other major unit which offers the largest number of courses contained within the academic plan to determine the extent to which the proposed program can be carried out within the framework of that department's or other major unit's regular major program.

If the program cannot reasonably be carried out within the framework of a regular major program, the student may request the Committee on Interdisciplinary Studies for permission to follow an Individual Major.

The Committee on Interdisciplinary Studies will base its decision on the student's request on two criteria: 1) Whether the subject proposed is susceptible of the kind of systematic study comparable to that involved in a regular major program, and 2) whether the detailed program of study proposed adequately and coherently ensures systematic study of the central subject. It is also necessary for a student following an Individual Major to have the

program of study approved by one or more academic advisors, chosen by the student from appropriate departments designated by the Committee on Interdisciplinary Studies.

B 6.16 **Sec 16**

Experiential Credit and Directed Reading/Independent Study Courses

(Revised: FM, January 1994, pp. 10,682-83; March 1994, pp. 10,716-19; p. 10,727; April 1994, pp. 10,740-43, p. 10,754; February 2015, p. 12,403)

A combined total of 30 credits of Experiential and Directed Reading/Independent Study courses may be counted in the 120 credits required for a degree.

Experiential and Directed Reading courses *may not be* used in an area distribution plan. However, upon recommendation by a department or program Experiential and Directed Reading courses *may be* included in a major or minor plan, even if they are graded on a CR/NC basis.

- a. **Experiential courses** involve academic work which may take place in a setting other than a university classroom, laboratory, library, or studio and in which the experience is directly related to an academic discipline.

Most Experiential credit is awarded through courses administered by departments or programs and appears on the student's permanent record under a departmental or program course number. However, under certain circumstances a student may receive academic credit for an activity not covered by a departmental course number by petitioning the College Board of Study.

The College Board of Study is the body that oversees the approval of non-departmental Experiential credit. It shall consist of three members of the faculty, selected by the Dean, representing the three divisions of the College (Humanities, Natural Sciences, Social Sciences). The Assistant Dean of Student Academic Affairs, or a designated representative, shall be a non-voting member ex officio of the Board. The term of office shall be for a period of three years.

For the College Board of Study to recommend academic credit for an off-campus experience, students must demonstrate that the experience is directly related to an academic discipline represented in the College of LSA and that it has a clear linkage to some aspect of their course of study at the University. Ordinarily, for credit to be recommended by the College Board of Study, the project must be approved in advance and be recommended by a faculty sponsor who agrees to evaluate the experience and the work submitted by the student upon returning to campus. Occasionally the College Board of Study may recommend that a student receive Experiential credit for an activity not approved in advance, but only if the student provides materials enabling a faculty member to evaluate the academic quality and value of the experience. Such approval will usually require additional work with the faculty member following the student's return to campus.

- The College Board of Study will not consider petitions for credit for activities related to disciplines represented by Schools or Colleges other than LSA.

- Credit earned through the College Board of Study will appear on the student's permanent record under a University Course number.
 - No more than 8 Experiential credits may be earned in a single term.
- b. **Independent courses** may be 1) Directed Reading/Independent Study courses, which are designated by title and not normally offered by classroom instruction; 2) courses normally offered through classroom instruction but occasionally taught on an independent study basis; 3) courses not specially designated as "Independent" and normally offered as classroom instruction but elected as Independent Study by special arrangement with the instructor.

A special summer program, the Honors Summer Independent Reading Program, is offered to qualified students enrolled at the University of Michigan (Ann Arbor). Students with a cumulative grade point average of at least 3.0 and no unfinished courses on the transcript, and who are not enrolled in the College or elsewhere for both Spring and Summer Half-Terms or the equivalent, may elect up to eight hours of credit in this program during the summer.

Any course regularly offered by the College may be elected for the Honors Summer Independent Reading Program with departmental approval. A faculty member at the rank of assistant professor or higher must supervise the work; lecturers and teaching assistants may not supervise Honors Summer Independent Reading. Courses elected through this program are not correspondence courses, even though the course work is completed off-campus. Credit earned in this program is considered in-residence credit and earns honor points.

A maximum of 15 hours of Honors Summer Independent Reading credit may be counted in the 120 credits required for graduation.

B 6.17 Sec 17 Degree with Honors, High Honors, or Highest Honors

Students concentrating in departments where provision is made for an Honors Program or an opportunity is given for some achievement of equivalent character may be recommended for a degree "with highest honors," "with high honors," or "with honors" if they have demonstrated high academic attainment and capacity for independent work. To be nominated by a department for this recognition a student shall have completed at least 58 hours credit toward program in this College or as directed by this College.

B 6.18 Sec 18 Degree with Distinction or with High Distinction (Revised: FM, March 1978, p. 7,894-97)

Degrees with distinction are awarded on the basis of rank in class. Students who have completed at least 58 hours of credit in residence, at least 45 of which must be A+ to D-graded, and rank in the top of 3% of their class shall be recommended for a degree "with Highest Distinction." Those students who rank in the top 10% of their class but below the top 3% shall be recommended for a degree "with High Distinction." Those students who rank in the top 25% but below the top 10% shall be recommended for a degree "with Distinction."

B 6.19 Sec 19 Application for Diploma

To be recommended for a degree a student must file formal application for the diploma in the Registrar's Office.

ARTICLE VII STUDENT CONDUCT**B 7.01 Sec 1 Class Attendance**

Students are expected to attend classes regularly. When the instructor considers the number of absences excessive, that is, when a student's absence from a course endangers the student's satisfactory academic progress, the instructor may send a written report on the case to the appropriate academic advising office.

Concerted absence from any appointed duty by a class or by any number of students together will be regarded as improper conduct, and those participating in such action shall be liable to disciplinary action.

Members of athletic teams must present to each instructor, prior to each absence because of the membership on athletic teams, a written statement signed by an appropriate authority specifying the exact date of any such proposed absence.

B 7.02 Sec 2 Non-academic Misconduct *(Revised: FM, March 1984, p. 9,101)*

All members of the College are expected to abide by the "Rules of the University Community" and such other rules of conduct as are approved by the Regents.

B 7.03 Sec 3 Academic Deficiencies and Penalties *(Revised: FM, March 1984, p. 9,101)*

The authority vested in this Faculty to impose penalties and otherwise to discipline students with academic deficiencies is hereby delegated to the Office of Student Academic Affairs. "Academic deficiency" is defined as less than a 2.0 grade point average in any single term. The Office of Student Academic Affairs shall report its policies and a summary of all actions taken to this Faculty at least once in each academic year.

B 7.04 Sec 4 Academic Dishonesty *(Revised: FM, March 1984, p. 9,101)*

Academic dishonesty is violation of any rule passed by the Office of Student Academic Affairs, approved by the College Executive Committee and published in the LSA Bulletin or communicated by the Office of Student Academic Affairs to the student body by mail concerning a student's personal scholastic honesty.

By delegation from the Office of Student Academic Affairs, the Academic Judiciary shall have authority to investigate and to act in all cases of alleged student dishonesty; provided however, that in case the alleged dishonesty is penalized by suspension or expulsion the student involved shall have the right, upon petition, to have the case reviewed by the Dean of this College.

B 7.05 Sec 5 Student Petitions *(Revised: FM, March 1984, p. 9,101)*

The Office of Student Academic Affairs shall have authority, in accordance with the standing rules of this Faculty, to grant or to deny any student petition or request for special privileges or relief in matters affecting academic status.

B 7.06 Sec 6 Disciplinary Authority of the Office of Student Academic Affairs (Revised: FM, March 1984, p. 9,101)

The Office of Student Academic Affairs shall have authority to prescribe and enforce academic discipline; provided, however, that it shall not prescribe or enforce, unless specifically authorized by this Faculty, any penalty which will have the punitive effect of altering the general requirements prescribed for graduation from this College.

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