

# University College Manual

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## **SECTION I: ACADEMIC POLICIES**

### **Academic Probation and Dismissal Policy**

#### **I. Academic Probation**

1. A student will be placed on academic probation whenever any one of the following conditions is met:
  - a. The student's cumulative grade point average (CGPA) falls below a 2.00.
  - b. The student's semester grade point average (GPA) for two consecutive semesters is less than 2.00, regardless of cumulative GPA.
2. Any student who is on academic probation normally should not enroll for fewer than 12 hours of credit and cannot enroll for more than 14 credit hours without receiving permission from his or her advisor or educational counselor.
3. The temporary grade of "I" will not prevent a student from being placed on probation. Grades of "I" are not figured into the GPA. Students must be making reasonable progress in their coursework as evidenced by completion of at least 75% of coursework at passing levels before receiving the "I".

#### **II. Academic Dismissal**

1. A student may be academically dismissed whenever any one of the following conditions is met:
  - a. Failure in 50 percent (50%) or more of the course work (credit hours) for which the student is enrolled in any semester.
  - b. The student's dean determines that academic performance at the end of any probationary semester, in the opinion of the student's dean, does not warrant the student's continuation.
  - c. A student's cumulative grade point average (CGPA) falls below the FSU minimum GPA (outlined below):

Semester Hours Graded Range	Minimum Cumulative GPA
0-20.9	1.40
21-30.9	1.60
31-50.9	1.70
51-67.9	1.80
68-97.9	1.90
98 and above	2.00

### III. Academic Dismissal Appeal

Students who are dismissed from the University for academic reasons, but believe there are extenuating circumstances that warrant consideration, may appeal the dismissal in writing to their dean's office. The Dean's decision is final.

### IV. Readmission

1. Students dismissed because of low grade point average (GPA) may be readmitted when one of the following conditions is met:
  - a. The student completes twelve (12) semester hours of coursework, applicable to the major/program to which he or she wants to return, from a postsecondary institution and earns a C or better in each course taken;
  - b. In cases in which there are extenuating circumstances, the student may receive special written approval for readmission from his or her academic dean.
  - c. In cases in which the student has not attended Ferris State University for an extended period of time (e.g. more than 2 years), he or she may receive special written approval for readmission from his or her academic dean.

### V. How to Restore Good Academic Standing

Students who are on Academic Probation should consider any or all of the remedies listed below in order to move their overall GPA above 2.0 and stay there.

- Repeat any class or classes for which you received a grade of D+ or lower as soon as possible. This is especially important for any class that is a pre-requisite for the next class you need to

take (e.g. MATH 110 for MATH 115) or any class that you failed. When you retake a class, only the better grade counts in your GPA.

- Take advantage of the Strategies for Success program offered by the Educational Counseling and Disabilities Services Center of University College (STR 313). This workshop consists of two sessions, one hour of assessments and a one hour appointment with an educational counselor. These sessions will help you determine a plan to do better in the new semester.
- Take or retake a problem class that includes a Structured Learning Assistance (SLA) workshop. The SLA program offers additional instruction to students by workshop facilitators who are trained in teaching methods that will complement the regular classroom instruction. Moreover, students with low grades in courses are required to attend the workshop. Keep in mind that you have four days at the beginning of the first semester to change your schedule in order to get into an SLA section.
- Get a tutor...NOW! Go to the Academic Support Center at ASC 1017 and sign up for tutoring in any subject that you think will be a challenge. Tutors are carefully selected and trained to help students in the subject matter. Paraprofessional staff members also offer small group instruction in essential academic skills such as time management, notetaking, study skills, and memorization.
- Use the services offered by the Writing Center at ASC 1017 to help you with any class that requires writing assignments. Writing Center staff can help you with each phase of a writing assignment, from generating an outline to proofreading the final copy.
- Most importantly, **DO NOT PROCRASTINATE!** Remember, the sooner you use any of these services, the better chance of making changes that will improve your academic performance. Best of all, there is **NO CHARGE** for these academic support services.

## DEAN'S LIST

The dean's assistant compiles a list of University College dean's list students based on the following requirements.

Requirements for full-time students are:

- 3.5 GPA during the semester
- Completion of a minimum of 12 FSU credits during the semester
- Courses must be at the 100 level or higher. Developmental courses are included. ENGL 074 and MATH 010 are not included.

Requirements for part-time students are:

- 3.5 GPA for the current semester
- Minimum of 12 credits earned prior to being eligible for the dean's list
- Courses must be at the 100 level or higher as above.

Letters of congratulation are sent to the students and the list is posted outside ASC 1048 and on the UC website.

## **DISRUPTIVE BEHAVIOR POLICY AND GUIDELINES FOR INSTRUCTORS**

*May 19, 1998*

University College strives to maintain a positive learning environment and educational opportunities for all students. Consequently, patterns of behavior that obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

**The instructor is in charge of the course.** This includes determining assignments, due dates, methods and standards of grading, final grades, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.

**The instructor is in charge of the classroom.** This includes determining the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.

**An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so.** Toward that end, an instructor is authorized and expected to inform a student that specific behavior is disrupting a class and to instruct the student to cease that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.

If a student persists in recurrent disruptive behavior, the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the University College Dean's Office and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Student Community Standards" section of the Student Handbook.)

**Disruptive behavior can be penalized by a lowered course grade (i.e., from a "B" to a "C") only to the extent that the quality of classroom participation has been incorporated into the instructor's grading policy for all students.** (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)

Students as well as employees are bound by the University's policy against harassment in any form. Harassment will not be tolerated.

The office of the student's dean is to be notified of any serious pattern or instance of disruptive behavior that takes place in the classroom or outside the classroom as a part of campus life no later than three days from the given incident.

Please review the “University Policies” and “Student Community Standards” sections of the Student Handbook so that you are fully aware of both the student’s responsibility for appropriate conduct and the University’s disciplinary procedures pertaining to conduct.

If you have specific behavioral expectations for your classes, your students will be best served if you include these in your syllabus and/or review them with all students at the beginning of the term.

When disruptive behavior occurs in class or in another educational setting (for example, computer lab, tutoring room), confront it directly and simply. Label the behavior as disruptive and tell the student to stop the behavior. “Your talking is interfering with my ability to lecture, and it is disrupting the class. Please stop or I will ask you to leave the room.” It is best to respond early, while you are most likely be able to do so with little emotion.

If the student does not stop, ask the student to leave the room. Document the occurrence by making a note (i.e., on your grade book or office calendar). Do not tell the student that she/he cannot return to class at a later session, however, as this violates University policy. If the student refuses to leave, either dismiss the class or excuse yourself for a few minutes and call Public Safety (ext. 5000) to have the student removed.

If you experience a pattern of disruptive behavior and the student does not respond appropriately to clear, simple messages, inform your immediate supervisor immediately. She/he will be informed about any changes in policy or procedure and can probably provide some good advice as well. Serious behavior problems (including any student who refuses to leave the room when instructed to do so) should be reported first to the student’s dean and secondly to Student Judicial Services.

**You may lower a student’s grade for being disruptive only to the extent that you have incorporated “quality of class participation” into your grading system for all students.**

You may invoke the University’s disciplinary procedure against a disruptive student. In extreme cases, you may also ask the dean’s office to withdraw the student from your class. This action may not be taken until a review has been conducted through the joint efforts of the student’s dean’s office and the instructor’s dean (if they are not one and the same).

In cases of potential threat, dismiss class and immediately call Public Safety (ext. 5000) from a nearby office or courtesy phone. Also, inform the student’s dean’s office and the instructor’s dean’s office promptly.

NOTE: When in doubt, don’t hesitate to talk to senior colleagues, your immediate supervisor, or the dean’s office. Most problems can be resolved if addressed early and clearly. They are here to help you maintain a quality learning environment and the integrity of the classroom.

**Ferris State University**

**DIRECTED STUDIES PROGRAM CONTRACT**

The **Directed Studies Program (DIST)** is designed for students who do not meet the admission requirements of other Ferris State University programs to which they originally applied. All Directed Studies students, with the assistance of an academic advisor, are expected to develop an individualized program of study to reach eligible academic status.

I am enrolled in the Directed Studies Program and understand that I have been admitted as a **probationary student**. I also understand that I must perform at a certain standard in order to continue in DIST and agree to the following: (Please read and initial each of the requirements below.)

1. **I will maintain a cumulative GPA of 2.0 or better while I am enrolled in the DIST program.** A semester GPA below a 2.0 is cause for dismissal from the University. \_\_\_\_\_
2. **I will be enrolled in DIST 100 or 101. Withdrawing from or failing DIST 100 or 101 is cause for dismissal from DIST and the University.** \_\_\_\_\_
3. **I will attend and be on time for all classes - all of the time.** I realize that in order to be a successful college student, I need to attend and be on time for all of my classes and exhibit proper classroom attitude and behavior. I also need to complete all of my course assignments and homework on time. \_\_\_\_\_
4. **I will know and abide by University, College, and program rules and requirements** as outlined in this contract, the Ferris State University Catalog, and the FSU Student Handbook. \_\_\_\_\_

**I acknowledge that I have read and understand the program description and rules and agree to comply with the terms listed therein. I plan to take my education seriously and I fully understand that if I fail to meet the above requirements, I will face academic dismissal from the University.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have received a copy of this contract. A signed copy of the contract will become part of my permanent academic file at Ferris State University. \_\_\_\_\_  
(initial here)

## **GRADE APPEALS**

1. The grade appeal must be made no later than the tenth calendar day (excluding weekends and holidays) of the semester following the semester for which the grade was given.
2. The student may appeal the grade only once.
3. The student must first discuss the grade in question with the instructor who gave the grade in order to clarify misunderstandings, arithmetic, etc.
4. In the event that the student and the instructor are not able to resolve the issue, the student may then appeal the grade in writing to the respective instructor's department head/chair. A copy of the appeal will be forwarded to the instructor.
5. The instructor then will respond to the appeal, in writing, to the department head/chair.
6. On the basis of the student's appeal and the instructor's response, the department head/chair will inform the parties in writing of his or her decision.
7. In the event that the student or instructor is still dissatisfied with the grade in question, he or she may further appeal the decision to the Office of the Dean. A cover letter with copies of the original appeal, the instructor's response and the department head/chair decision must be submitted to the Dean's Office.
8. The Dean's Office will establish an ad hoc committee composed of a representative of the Dean's office and two faculty representatives from the Developmental Curriculum department to review the appeal. The committee may request additional documentation and/or call for any ad hoc members to assist in the appeal process. The committee will issue its recommendation to the Dean, whose decision is final and binding.
9. The appeals process must be concluded no later than the semester following the initiation of the appeal.

## **GRADE CHANGES**

To change a student's grade, this University procedure is followed:

1. The faculty member completes a grade change form and sends it to the department head.
2. The department head initials the form and sends it to the faculty member's dean's office.
3. The dean's office signs the form, updates its records, and sends the form to the student's dean. (This last step is not necessary if the student's dean is the same as the faculty member's dean.)
4. The student's dean's office signs the form, makes copies, and forwards it back to the department. The department then sends it to the Registrar's Office.
5. The Registrar's Office makes the official change.

In University College, all grade change forms for University College students are forwarded to the Student Academic Affairs Office after the dean signs them.

The Student Services Office does the following:

1. Notes the change on the student's record and files a copy
2. Forwards the original grade change form to the Registrar.

## **SCHOLARSHIPS**

### **SUSAN L. GREENE MEMORIAL SCHOLARSHIP**

The Susan L. Greene Memorial Scholarship was established in October, 1997 to provide support to students, including some with marginal academic records, who will benefit from a university education. Detailed information is available from the Dean's office.

### **DR. EDWIN HARRIS MEMORIAL SCHOLARSHIP ENDOWMENT FUND**

Established in 2002. The Dr. Edwin Harris Memorial Scholarship is awarded to an Honors Program student who has demonstrated academic excellence, is in financial need, appreciates and utilizes technology in the learning process, and exhibits those characteristics and traits that will contribute to the achievement of success in a chosen career. Detailed information is available from the Honors Program.

### **HARRY S. MELLING MEMORIAL SCHOLARSHIP**

The Harry S. Melling Memorial Scholarship is presented to a student who was admitted to a probationary program and has successfully transferred to either the College of Business or the College of Technology. Detailed information is available from the Dean's office.

### **JOAN E. TOTTEN ANNUAL SCHOLARSHIP**

Established in 2008, the Joan E. Totten Annual Scholarship is awarded to a full-time undergraduate student majoring in any program in University College. Candidates must have at least a 3.0 gpa and have demonstrated music performance in high school or at Ferris State University. Detailed information is available from the Dean's office.

### **THE UNIVERSITY COLLEGE DEAN'S SCHOLARSHIP**

This award is given to students who took full advantage of the opportunity to enroll at Ferris as a provisionally enrolled student by completing the trial year successfully. Recipients must 1) have been enrolled in DIST or UNCP, 2) complete the trial year with a 3.0 or higher gpa, 3) be enrolled at Ferris for the subsequent year, and 4) show unmet financial need as validated by the Financial Aid Office. Awards for a given year depend upon the availability of funds in the University College Development Account.

## STUDENT COMPLAINT PROCEDURE

In the event that a student may feel the need to voice a complaint or concern regarding a University College instructor, counselor, staff member, or educational activity, the student is directed to use the procedure outlined below. An exception to this procedure would involve complaints of an affirmative action nature. Those complaints may be directed either according to the procedure below, or to the University's affirmative action officer, or to another University employee as indicated in FSU's affirmative action policy.

**Direct discussion with staff member.** The first step normally should be to discuss the concern/complaint directly with the staff member. Students are encouraged to talk to their staff member as soon as possible. Many situations can be satisfactorily addressed, or misunderstandings clarified, at this level. When this occurs, no further action is called for.

**Department head review.** In the event that a concern/complaint cannot be adequately addressed through direct discussion with the staff member, the student may take another step by contacting the department head or program coordinator. To do so, the student should submit a written statement.

**Written statement.** The written statement should identify the student, staff member, course or activity, a factual description of the problem, and any other relevant information such as past efforts to address the problem. Normally, the student will also meet with the department head or coordinator after the latter has had an opportunity to review the written statement.

**Staff member's response.** Normally, the department head or coordinator will ask the staff member to review the written statement of complaint and to file a written response. The department head or coordinator may also meet with the staff member to discuss the situation and to review any related materials that may be relevant.

**Department head/coordinator action.** Following his or her review, the department head or coordinator is authorized to undertake whatever action and/or discussion may be called for per relevant University policies and procedures. That action may involve denying the complaint, working out a solution with the staff member, referring the matter to another office, or other appropriate action. The department head/coordinator action will be communicated in writing to the student and the staff member. A copy of this response will also be submitted to the Dean's office.

**Dean's review.** In the event that the student or the staff member is dissatisfied with the resolution at the department head/coordinator level, he or she may appeal the decision to the Dean's office of University College. A student wishing to pursue this level of appeal should submit a new written statement to the dean. The dean will review the complaint and the record of review at the department level and will adjudicate the case. **The dean's decision is final and is not subject to further appeal.**

**Ferris State University**

**UNCP PROGRAM CONTRACT**

The **University College Program (UNCP)** is a limited enrollment one-year, *probationary*, academic support program for students who enroll at Ferris and who do not qualify for admission to a degree program. The purpose of the UNCP program is to offer students the opportunity for making a successful transition to college.

I am enrolled in the University College Program and understand that I have been admitted as a **probationary student**. I also understand that I must perform at a certain standard in order to continue in UNCP and **agree to the following:** (Please read and initial each of the requirements below.)

1. **I will maintain a cumulative GPA of 2.0 or better in each semester.** A semester GPA below a 2.0 is cause for dismissal from the University. \_\_\_\_\_
2. **I will earn a minimum of a 2.0 ("C") grade in all academic foundation courses in which I am enrolled.** Foundation courses include UNIV 101, CARE 102, UNCP 100, UNCP 101, READ 106, READ 176, ENGL 074 or MATH 010. **I understand that I may not withdraw from or fail any of these courses.** \_\_\_\_\_
3. **I will attend and be on time for all classes - all of the time.** I realize that in order to be a successful college student, I need to attend and be on time for all of my classes and exhibit proper classroom attitude and behavior. I also need to complete all of my course assignments and homework on time. \_\_\_\_\_
4. **I will know and abide by University, College, and program rules and requirements** as outlined in this contract, the Ferris State University Catalog, and the FSU Student Handbook. \_\_\_\_\_

**I acknowledge that I have read and understand the program description and rules and agree to comply with the terms listed therein.** I understand that if I fail to meet any of these basic academic requirements in my first and/or subsequent enrollment periods, I am subject to immediate academic dismissal from the University. In addition, I may be denied continued enrollment for future semesters.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have received a copy of this contract. A signed copy of the contract will become part of my permanent academic file at Ferris State University. \_\_\_\_\_  
(initial here)

## SECTION II: EMPLOYEE POLICIES AND PROCEDURES

### ABSENCES

**Unexpected Absences:** Employees who will not be at work due to illness or emergency should call their department office as soon as possible after 8:00 a.m. The department office should notify the Dean's office the same day. The employee should complete and submit an electronic excused absence request form upon return to work.

**Sick Leave:** Employees who have scheduled medical appointments or time off should complete and submit an electronic excused absence form prior to the date(s) of absence. Once processed, the electronic system will notify the employee and their direct supervisor about approval via e-mail and post the date(s) of absence on the excused absence calendar. If dates of scheduled absence are subsequently modified, the employee should submit a *revised* electronic excused absence form with the corrected information. Adjunct instructional faculty, adjunct counselors, and part-time staff do *not* earn sick hours.

Part-time employees may adjust their work week, with approval from their direct supervisor, to accommodate absences due to illness or emergency.

**Vacation Leave:** Full-time, continuing employees, *except* 9-month instructional faculty, earn vacation hours as indicated for their respective classifications on the Human Resources website. Vacation days, *except* for those used to cover absences due to emergencies, must be requested by submission of an electronic excused absence form to the supervisor and approved in advance. Once processed, the electronic system will notify the employee and their direct supervisor about approval via e-mail and post the date(s) of absence on the excused absence calendar. If vacation dates are subsequently modified, the employee should submit a *revised* electronic excused absence form with the corrected information. The following guidelines apply to vacation requests:

- Consult with your immediate supervisor prior to filling out an electronic excused absence form.
- Vacation requests should be made in advance, but will not be considered more than six months prior to the desired dates unless there are extenuating circumstances.
- Requests for two consecutive weeks or more should not be planned for peak working periods (i.e., during either fall or spring semester).
- Requests for one or two week vacations should take into account the needs of the department and the College in serving students.
- Coordination of vacation requests with academic recesses is encouraged.

Part-time employees and others who do not qualify for paid vacation time must request approval by their immediate supervisor in advance to account for the time away.

**Electronic Request for Excused Absence** forms submitted to request or document personal, sick, consulting, or vacation leave must specify the following information:

- Dates of absence within a given pay period, using the electronic excused absence form.
- The hours of absence a.m. or p.m., if the absence is to be less than one work day.
- The appropriate choice (e.g., sick, vacation, personal) must be inserted, but it is not necessary to provide specific information beyond that on the electronic excused absence form. If necessary, documentation for sick leave will be requested directly by the immediate supervisor.

### **Work Day and Week**

Except for full-time instructional faculty, full-time employees (counselors, administrators, and support staff) work 40 hours per week, typically Monday thru Friday, from 8 a.m. until 5 p.m., with an hour for lunch. Occasional variations to this schedule (i.e., early or late lunch, arriving late or leaving early) must be approved by the immediate supervisor. Exceptions to this standard work week on a regularly scheduled basis (i.e., flex-time) must be approved by the Dean according to established policies and/or contracts for flex-time.

Part-time employees may arrange their work week in consultation with their direct supervisor(s) to meet student and departmental needs.

### **ADMINISTRATIVE COUNCIL**

The University College Administrative Council is composed of the Dean, the Developmental Curriculum Department Chair, the Educational Counseling and Disabilities Services Department Head, the Honors Program Coordinator, the Supervisor of the Academic Support Center, the SCHOLAR Coordinator, the FSUS Coordinator, the SLA Coordinator, the college's Advancement Officer, and the Dean's Assistant.

This group meets bi-weekly to discuss, plan, and evaluate administrative functions of the college. During the summer months, the group meets as needed.

## **ANNUAL EVALUATIONS**

Each spring administrators, administrative support staff, and CTA staff members are evaluated by their direct supervisor.

- a. The supervisor completes an "Administrative Evaluation Form" (for members of Admin Council) or the "Employee Evaluation Form" (for CTA and part-time employees) as appropriate. Both forms are available on the Intranet under "MyFSU, My Workplace, University Forms."
- b. The supervisor and the support staff member meet to discuss the evaluation.
- c. The supervisor completes the official evaluation; the supervisor and the employee sign it.
- d. A copy of the evaluation is given to the employee; a copy is filed in the dean's office; the original is sent to Human Resources for the official personnel file.
- e. Administrative employees must have a current evaluation on file in Human Resources before they are eligible for annual merit increases.

## **BUDGET PROCEDURES**

Each department submits its supply and expense budget estimates for the coming fiscal year when requested by the dean's office. The budgets are forwarded and loaded to the Banner system.

The dean and his assistant meet quarterly with the department head/coordinators to review budgets. In addition, the dean's assistant prepares monthly budget updates for the Academic Support Center, the Dean, and SCHOLAR in detail. Honors, Developmental Curriculum, FSUS/Perkins, SLA, Educational Counseling and Disabilities Services maintain their own Excel spreadsheets for budget tracking. The dean's assistant monitors all budgets for accuracy.

## **BUDGET TRANSFERS**

Transfers to other campus departments are made via a Lotus Note from the dean's assistant to Academic Affairs. Transfers within University College departments budgets are transferred directly by the dean's assistant. Transfers involving a position require a Budget Adjustment Request Form (BARF).

Copy cost transfers within University College require an itemized listing on an Excel spreadsheet and a journal entry form that is submitted to the Accounting

Department. This is taken care of by the dean's assistant. The journal entry will be entered in the pertinent accounts every month.

### **CHAIN OF COMMAND**

Employees are asked to respect the chain of command when communicating with other administrative offices at the University. Please direct concerns to your immediate supervisor before you direct them to others.

### **COPIERS**

Each employee's access code (consists of either 4 or 5 digits) is programmed into the copy machine in the employee's workroom. Each month the dean's office charges the department's budget for copies that were made by each employee in the department. The dean's office finances all copy machine purchases, supplies, and maintenance. To report a malfunctioning machine, contact your department secretary or the dean's assistant at 2428.

### **COPY COST CHARGES**

All University College copy machines are purchased and maintained by the dean's office. Each user has a personal access code. Each department is back-charged at the rate of \$.03 per copy for black and white and \$.09 per copy for color copies. The total number of copies made by each department's employees is recorded and back-charged each month. This money is transferred from the department's account to the dean's copy fund account. Money in this account is used to pay the monthly maintenance charge on the machines, to purchase white copy paper, and to purchase new machines.

### **COLLEGE MEETINGS**

University College meetings for faculty, counselors, supervisors, and support staff are held as necessary on the fourth Tuesday of the month at 11:00 a.m. In addition, the first meeting of the year is held during faculty week, the last week of August, at a time designated on the university-wide faculty week schedule.

The agenda consists of dean's announcements and updates and reports from UC departments, the support staff, and any active committees. At times a speaker updates members on a current topic approved by the dean.

## COMPUTER SUPPORT

Computer support to University College is provided by the Technology Assistance Center at X4822. The center provides the following services to University College:

1. Information for the purchase of new computers and computer-related equipment, including vendor, model numbers, price, and recommendations. This information is requested through the eHsarf form. The consortium orders computers semi-annually (in January and in June) in order to obtain the best price, maintain equipment compatibility, and reduce the clerical work in ordering, receiving, and tracking small orders.
2. Installation of new hardware and software.
3. Relocation and reinstallation of hardware.
4. Computer inventory.
5. Help desk support for users.

All consortium computer policies, procedures, and forms are available through MyFSU.

### **University College Practices Concerning Overloads, Flex-time and Comp-time May 25, 2004**

- A. **Overloads** – work assignments above and beyond the standard load or work week for extra pay.
1. FFA members observe the overload policy stated in Section 18 of the FSU-FFA/MEA Agreement.
  2. CTA members observe the overtime policy stated in Article 11.2 of the FSU & CTA/MEA Agreement.
  3. Administrative staff members are not eligible for overtime compensation but may be paid for an overload if asked to teach or if they take on a special assignment that goes beyond the job description.
  4. Adult part-time staff members are not eligible for overtime.

**B. Compensatory Time** – work assignments (**not** professional development activities) beyond the standard load or work week for time off in lieu of extra pay.

1. For FFA members who are counselors, follow the Counselor Workload Policy in Section IV of this manual.
2. CTA members observe the policy stated in Article 11.2 of the FSU & CTA/MEA Agreement.
3. Administrative staff members may be assigned comp time at the discretion of their supervisor and with the approval of the Dean.
4. Adult part-time staff members are not eligible for comp time, but may shift their work schedules to meet departmental or college needs with the approval of their supervisor.

**C. Flex- Time** – an approved, standing arrangement to shift work hours in the work day as approved by the Department Head and the Dean and submitted to Human Resources each semester.

1. FFA members working a normal 8-5, Monday thru Friday work week (i.e., counselors or instructional faculty on 100% release time) may request flex-time according to the guidelines in Business Policy Letter 99:15.
2. CTA members are eligible to request flex-time according to the guidelines in Article 11.3 of the FSU & CTA/MEA Agreement.
3. Administrative staff members may request flex-time according to the guidelines in Business Policy Letter 99:15.
4. Adult part-time staff members are assigned hours at the discretion of the supervisor.

### **EMPLOYEE INCIDENT REPORT FORM**

Ferris employees are required to promptly report all work-related injuries or illnesses to your supervisor. You or your supervisor will notify Human Resources at (231) 591-2150 immediately with the following information: Name of injured, date of injury, type of injury, contact information, and any medical treatment.

The Employee Incident Report Form must be completed in detail within 24 hours and sent to Human Resources. Both your signature and your supervisor's

signature are required. You are required to report to the FSU Health Center for treatment of all non-life-threatening injuries.

The form and detailed instructions are available at MyFSU, My Workplace, University Forms, Employee Incident Report Form.

### **INTERDEPARTMENTAL REQUISITION PROCEDURE**

Interdepartmental requisitions are used to reimburse other FSU departments for purchases or charges, such as an open requisition for miscellaneous items at the bookstore or a copy card at the library.

1. The originator assigns an ID number from their tracking log.
2. The originator completes the Interdepartmental Requisition found on MyFSU, My Workplace, University Forms, Accounting Forms. The purchaser's FOAP number is entered in the "department spending funds" section. The receiver's FOAP is entered in the "department receiving funds" section.
3. The originator signs the requisition as "preparer."
4. The originator obtains the department head/coordinator's signature.
5. The originator forwards the requisition to the dean's office for signature.
6. The dean's office returns the requisition to the requesting department unless otherwise specified. Department office retains a copy and forwards the requisition to the controller's office.
7. When using the requisition to request a copy card at the FSU library, the requisition amount is \$25; it must list the persons authorized to use the copy card. After signatures, the requisition is forwarded to the library circulation desk. The copy card is available from that desk.

### **KEYS**

Office and building keys are obtained through the Arts and Sciences dean's office in ASC 3052. The University College dean's assistant informs that office of new employees, their office locations, and key needs.

### **LUNCH HOUR**

The standard lunch hour is one hour. Those working part-time, if working over 6.5 hours need to take at least a half hour lunch break.

## **LONG DISTANCE CHARGES**

Office telephones have long-distance capability. Long distance calls are charged to the department budget monthly. Calls should be limited to those needed for Ferris business. Student employees should be informed that they are **NOT** to make long distance calls from offices. The dean's assistant monitors the phone records periodically.

## **LOTUS NOTES CALENDAR**

FSU provides the Lotus Notes calendaring system for administrative purposes. The dean's assistant and the dean can make entries on the dean's calendar. Employees are expected to maintain their Lotus Notes calendar for business purposes, including scheduled absences and travel. Employees may restrict access to their calendar to everyone **except** their direct supervisor(s) and the Dean's office.

## **LOTUS NOTES MAIL**

Lotus Notes e-mail is intended for business use; personal use should be limited. The forwarding of jokes, human-interest stories, and religious messages is prohibited by Affirmative Action regulations.

## **NETWORK AND MAINFRAME SECURITY**

Requests for access to the Banner Financial Records System, Human Resource System or Student Records System must be on the appropriate University form and signed by the employee and the appropriate supervisor and forwarded to the dean's office for signature. In addition, the employee must sign a "Confidential Data Security Agreement." The dean's assistant will forward the forms to the appropriate office. Employees are **not** to give out their passwords to anyone. Employees who give out their passwords may be refused access to Banner.

Student employees may be given access to the Student Records System. Contact the dean's office for information.

## **PARKING PERMIT**

Parking permits are issued at Public Safety upon presentation of driver's license and vehicle registration. The first permit must be obtained in person; subsequent permits via the Intranet. Department notifies Public Safety when new employees need parking permit.

## **PAYROLL**

The dean's assistant handles University College faculty and staff payroll and non-Academic Support Center student payroll. Questions regarding vacation and sick hours should be addressed to the dean's assistant. The secretary in the Academic Support Center processes the ASC student payroll.

## **PHONE AND PHONE MAIL**

To report a malfunctioning telephone, dial "0." To report a malfunction in the phone mail (voice mail) system, call TeleComm at 2073.

## **PURCHASES**

The appropriate coordinator/department head must approve all purchases **before** orders are placed. If purchase is over \$2,000 the dean's signature is required. All purchases are made in accordance with the Ferris purchasing policy. Employees are not to make purchases on their own, submit a receipt, and expect reimbursement. This is contrary to the Ferris purchasing policy. Once approved the department secretary makes the purchase via direct pay, purchasing card, or purchase order.

Computer support must approve computer purchase orders **before** they come to the dean's office. The department secretary requests a quote through the eHsarf program. This form travels electronically through several approvals. Once approved the purchases are made by Rosemary Kailing.

### **Purchase Requisitions:**

1. Department secretary enters information into Banner system.
2. If vendor is not in system, department secretary needs to obtain a W-9 from the vendor so that purchasing can enter the vendor into the banner system.
3. Department secretary needs to keep a Log of Requisitions.
4. Dean's assistant checks and approves entry on Banner.
5. Requisition moves to appropriate approver(s).
6. Once PO is received from Purchasing, the department secretary mails copy to the vendor (if needed) and retains the department copy.
7. When merchandise arrives and is in good order, the department secretary goes on the banner system and receives the items.
8. Department secretary keeps a copy of back-up (i.e. receipts, packing slips, etc.).
9. Department secretary forwards the invoice (if provided) to Accounts Payable. If you do not receive an invoice, be sure that the vendor

- sends an invoice to Accounts Payable. Once Accounts Payable receives the invoice they will cut a check to the vendor.
10. These requisitions should only be used when a direct pay or purchasing card cannot be used due to the amount of the purchase or because the vendor does not accept the purchasing card.
  11. The dean's assistant handles this for the Academic Support Center, SCHOLAR, and the TIP Scholars Office.

### **Direct Pay Invoices:**

1. Department secretary enters information into Banner system.
2. Department secretary needs to keep a Log of Invoices.
3. Dean's assistant checks and approves entry on Banner.
4. Invoice moves to appropriate approver(s).
5. Department secretary keeps back-up (i.e. receipts, packing slips, travel forms & receipts, agenda's, participant list, etc.).
6. Direct pays can only be issued for amounts of \$400 or less.
7. If the department secretary wants to pick up the check when it is ready, he/she needs to email the "Accounts Payable Office" and make the request. The request must have the direct pay invoice number, who the direct pay is going to, the amount of the direct pay, and why the direct pay needs to be picked up. Otherwise Accounts Payable mails out the check.
8. The dean's assistant handles this for the Academic Support Center, SCHOLAR, and the TIP Scholars Office.

### **Purchasing Card Request:**

1. Department secretary logs the department card out to each person who uses it, (each person who uses the card must sign an employee agreement form which the secretary keeps), maintains a record of purchases, keeps invoices and charge card receipts, and reconciles the p-card statements. These records must be retained for 7 years.
2. Department secretary keeps track of purchases from department purchasing card and their name card.
3. Department secretary obtains supervisor's approval.
4. Department secretary places order.
5. Department secretary retains original receipts, travels, etc. for back-up.
6. If purchase is above \$2,000 department secretary must have dean's approval.
7. Academic Support Center and SCHOLAR must send a copy of the purchase to the dean's office for back-up in the budget book.
8. The TIP Scholars Coordinator must give the dean's office the original purchase receipt.

### **Office Depot:**

1. Department secretary places order on-line at Office Depot with supervisor's approval.
2. Department secretary retains packing slip as back-up.
3. Academic Support Center and SCHOLAR must send a copy of the packing slip to the dean's office for back-up in the budget book.
4. The TIP Scholars Coordinator must give the dean's office the original packing slip.

### **RETURN TO VENDOR PROCEDURE**

A Return to Vendor form is processed any time that an FSU item leaves the campus to be repaired or replaced. The Return to Vendor form authorizes Central Receiving to ship the item and indicates the value of the item and the budget to be charged for shipping costs. It also provides an official record for the originator of why the item left campus. The procedure follows:

1. The originator completes the form and signs it.
2. The originator keeps a copy of the form.
3. The originator prepares a mailing label.
4. The originator boxes the item. (If a packing box is not available, Central Receiving will prepare the item for shipping.)
5. The originator attaches the Return to Vendor form and the mailing label to the item to be returned.
6. If the item is small, originator puts it in the outgoing mail, addressed to "Central Receiving."
7. If the item is large, originator calls Central Receiving at 5135 and states that an item is ready for pickup.
8. Central Receiving indicates the shipping charge on a copy of the form and returns it to the originator.

### **ROOM RESERVATIONS**

A classroom can be reserved for meetings during the hours that it is not scheduled for instruction. To request a classroom the originator sends a Lotus note to RECORDS ROOM CALENDAR and includes this information:

- a. Name of event
- b. Requester's name, phone number, office address

- c. User's (faculty member, dean, coordinator) name, phone number, office address
- d. Date and time of meeting
- e. Building and room preference
- f. Number of seats needed.

The requestor receives confirmation of the room reservation via Lotus Notes.

Conference rooms in the Arts and Sciences Commons can be reserved through the Arts and Sciences dean's office at ext. 3661. Rooms seat from 10-20 people.

The dean's conference room in ASC 1016 can be reserved by calling the dean's assistant at ext. 2428. Room seats a maximum of ten people.

Larger conference rooms are arranged through the Rankin Center Booking Office at ext. 5917 or through FLITE. For FLITE reservations, go to the library's web site and click on "Services." Seminar and conference rooms can be viewed and a reservation form submitted from the library's site. Questions on FLITE rooms can be directed to Lyle Mourer or Dorothy Hart.

### **STUDENT EMPLOYEES**

The Academic Support Center hires its own student employees. All other University College student employees are hired through the dean's office. To request a student assistant, obtain permission from your immediate supervisor and then contact the dean's assistant at 2428. Because each department's budget is limited, work-study students are preferred. Student employee work schedules should correspond to the standard work week. Student employees should **not** be in offices without supervision.

Improper use of student workers includes cleaning, grading papers, Ferris Connect, and Banner applications. Under no circumstance is a student employee to be in Banner under an employee's log in.

### **SUPPLY PROCEDURES**

The secretaries in the department offices and dean's office order supplies for their particular areas. Each office has a designated area for supply storage. Supply cabinets are kept locked. Employees request supplies from the appropriate secretary. This ensures that all supplies are ordered from the appropriate account and are available only to employees working for a specific department or program.

## TEXT BOOK ORDERS

Requests for textbooks are to be made available only for 1) University College faculty (both tenured and adjunct) who would use the book for a current class or a future class OR 2) for SLA facilitators who would need a copy of the text in the course they are serving - no other courses. SLA book orders must be approved by the SLA Coordinator.

Faculty may also request limited numbers (1-3) of texts to put on reserve in FLITE when they deem it appropriate. Such books, when the semester is over, must not be sold under any circumstances, but may be added to the SLA or ASC libraries.

Complimentary book orders should *never* be placed for individuals who are taking classes, either at Ferris or elsewhere. Books or books on tape for the Disabilities Services Office should be ordered by ECDS staff only as a reasonable accommodation.

## TRACKING LOG

The dean's office and each department should have a numeric tracking log in which they identify travel requests and interdepartmental requisitions by a numeric system. These numbers should appear on travel requests and interdepartmental requisitions to help in identification of documents.

## TRAVEL

**Professional Development Travel** – employee travel for professional development must be approved by the immediate supervisor and the Dean. Limited financial support for this type of travel is budgeted in each department and may be supplemented by funding from the Dean's budget or by a Timme grant. Typically, full-time faculty, counselors, and administrators are eligible to attend one regional or national conference each academic year. Attendance at additional conferences **may** be approved if the employee is presenting a paper or workshop or has been assigned by the supervisor to attend in order to gain necessary expertise. Professional development travel for adjunct and part-time employees is limited. When presenting at a conference, this information should be forwarded to the dean's assistant for report purposes. Be sure to submit the title of the presentation and where it took place.

**Essential Travel** – employee travel for business-related purposes (teaching, meetings, training, Ferris-related activities) must be approved by the immediate supervisor and the Dean.

## **Reimbursement for Travel Expenses:**

1. Department secretary types, prints, saves and has traveler sign travel requisition. (Be sure to assign a number to the travel form for ease of tracking).
2. Department secretary submits to immediate supervisor for approval.
3. Department secretary sends to Dean's office for approval.
4. Dean's assistant lets department secretary know when approved and mails the original copy of signed travel to the department secretary. Dean's assistant retains a copy of the travel for the Dean's office.

Once Employee Returns:

Travel under \$400:

5. Department secretary fills in bottom half of travel, obtains traveler's signature, makes copies of receipts, and submits for immediate supervisor and Dean's approval.
6. Dean's assistant lets department secretary know when approved and mails original signed travel form to the department secretary. Dean's assistant retains a copy of the travel for the Dean's office.
7. Department secretary enters a direct pay invoice, logs the invoice, attaches the original receipts and travel form together and files in the direct pay notebook. This will generate employee reimbursement.

Travel over \$400:

8. Department secretary fills in bottom half of travel, obtains traveler's signature, makes copies of receipts for their record, and submits travel form and original receipts to immediate supervisor and the Dean's office for approval.
9. Once approved the Dean's assistant notifies department secretary and mails the signed travel to the department secretary. The department secretary sends original packet to Accounts Payable for employee reimbursement. The Dean's assistant retains a copy of the travel for the Dean's office.

## **TRAVEL CONTACTS**

The following list shows whom you must contact for help with your travel:

- |                                   |               |
|-----------------------------------|---------------|
| A) Developmental Curriculum & SLA | Karen Lobdell |
| B) ECDS                           | Donna Eaton   |

C) Honors	Tammy Babcock
D) Dean's/TIP Scholars	Nina Davis
E) Academic Support Center	Julie Urick
F) SCHOLAR	Okai Strickland
G) FSUS/Perkins	Pamela Daniels
H) ASL/PEP	Vickie Streeter

### **WEB CHANGES**

Any changes or corrections to University College web pages **must** be approved by the Dean before installation on the Ferris website. Each summer, all departments should review and update web content.

# SECTION III: GOVERNANCE

COMMITTEE PLAN  
11/11/99  
uc committee plan.doc

## PART 1: OPERATING PROCEDURES

### I. Scheduled Meetings

University College may meet monthly during the academic year at a regularly scheduled time to be published at the beginning of each academic year. Additional meetings may be called by the dean as need arises. The dean or his/her designee shall preside at these meetings.

### II. Membership

Voting members for academic topics shall include all tenured and tenure-track faculty and academic administrators. Voting members temporarily assigned to positions supported by other than general-fund monies shall retain their voting rights.

Non-voting members shall include non-tenure-track faculty, part-time instructors, and support staff. Non-voting members are welcome to participate in meetings but are ineligible to vote on academic motions or proposals.

### III. Discussion and Participation

In the interest of preserving the opportunity for broad participation in open discussion at meetings, as well as thoughtful consideration of issues of interest, comments from the floor and routine reports should be brief and limited to a reasonable length. Members should circulate more lengthy reports, information, or commentaries before, during, or after the meetings. Lengthy oral presentations should be scheduled in advance.

All meetings will be conducted under provisions of Robert's Rules of Procedure (newly revised). The Dean shall appoint a Parliamentarian. The secretary to the dean shall serve as recorder.

### IV. Voting

Individuals or committee members may bring items to the University College meeting for a discussion and an advisory vote. The advisory vote would take place by paper ballot in the dean's office.

### V. Committees

#### A. Purpose

Committees of University College assist in the planning, implementation, and oversight of academic policies and procedures and provide for consideration of issues of interest to the College in a cohesive, coordinated manner. Committees

established by and outlined in this document are considered “Committees of University College.”

B. Representation

In determining committee membership, “department” shall refer to the two primary units: Educational Counseling and Disabilities Services (ECDS) and Developmental Curriculum (DC). Future changes in academic structure shall be reflected in committee membership. For college-wide representation, the Honors Program, the Academic Support Center and the SCHOLAR Program may be represented on certain committees.

Instructional faculty members are to be selected by a method determined by the faculty in Developmental Curriculum. Counseling faculty members are to be selected by a method determined by the counselors in Educational Counseling and Disabilities Services. Department representatives will be selected by their departments by the end of the third week of fall semester for the term of office that commences that fall semester.

Replacements for faculty members who do not complete their terms will be selected by a method determined by the faculty of the department concerned. Normally, replacements for the remaining duration of the term should be selected within a month after the vacancy occurs.

C. Accountability and Responsibility

Each committee is accountable to the Dean of University College. Each committee shall operate according to its responsibility and charge as outlined in this document. Questions that arise regarding a committee’s charge or operating procedures shall be directed to the dean.

D. Quorums

Unless otherwise specified, a quorum for each committee shall be a majority of the voting members of the committee.

E. Meetings

Each committee shall meet in accordance with the charge of that committee. In any case, committees will meet in such a manner as to assure the timely conduct of committee business.

“Committee years” begin with the fall semester of each academic year. Each committee should meet as early as feasible each fall, but in no case should initial meetings for the year be held later than the end of the third week of the fall semester.

While meetings of the committees should be considered open to all tenured and tenure-track members, each committee recognizes that some issues may need to be considered in closed session. Coordinators may serve as representatives for the departments they coordinate.

F. Terms

Faculty terms of membership on committees will be two years, unless otherwise specified (e.g., to fill out a colleague's incomplete term). Terms of membership will begin at the first meeting of the fall semester following election to the committee.

G. Officers

At the beginning of the academic year, the voting members of each committee shall elect a committee chair and a recorder. Any voting member of the committee is eligible for these offices unless otherwise specified under the committee charge. The chair and recorder shall fulfill those tasks and responsibilities normally associated with those offices, including those items indicated below. Other duties may be indicated under the specific committee charge.

1. The chair's responsibilities include:

- a. Convening the committee as appropriate for the smooth and timely conduct of committee business and deliberations
- b. Developing agenda for and presiding at the committee's meetings
- c. Communicating and/or coordinating with committee members, all college members, and other parties as appropriate to address matters within the committee's area of responsibility
- d. Submitting meeting agenda, records, and action minutes regularly and submitting an annual report to the dean by May 1.
- e. Other duties normally associated with the position.

2. The recorder's responsibilities include:

- a. Producing agenda, appropriate records and/or action minutes of each meeting and forwarding copies to the dean
- b. Assisting in the preparation of the committee's annual report and other reports or communications as may be appropriate to address matters within the committee's area of responsibility
- c. In the absence or inability of the committee chair, convening meetings and submitting the annual written summary report.
- d. Other duties normally associated with the position.

#### H. Reporting

By May 1 each committee chair shall provide a brief written summary of committee activities and actions during the past academic year. Each report shall be submitted to the dean for review and possible use in compiling the college annual report. In addition, committee reports shall be communicated or disseminated to members of the college, as appropriate, during the course of the academic year. Other reports may be presented or requested as necessary by members of the college, committees, or the dean.

#### VI. Review and Revision

Every three years, each committee shall review its own charge or operating procedures and recommend revisions that will enhance its operation and/or effectiveness. The dean shall consider these recommendations, plus others which may be received from the membership, and recommend any revisions which would be beneficial. Any changes or amendments to these procedures will be made in accordance with the voting procedures indicated above.

#### VII. Administrative Council

##### A. Composition

The Dean, Academic Support Center Supervisor, Educational Counseling and Disabilities Services Department Head, Developmental Curriculum Department Chair, Honors Program Coordinator, SCHOLAR Program Coordinator, FSUS Coordinator, SLA Coordinator, and Dean's assistant shall comprise the Administrative Council.

##### B. Meetings

The Council shall meet bi-weekly to consider matters relative to the administration of the College.

## PART II: COMMITTEES

### I. Planning Committee

#### A. Purpose

It is the responsibility of the Planning Committee, the dean, and each academic unit and department of the college to engage in a process of ongoing planning consistent with the university planning process for the purpose of informed decision-making and continuing quality improvement. The purpose of the Planning Committee is to provide a framework and forum for coherent, informed planning on the college level, for appropriate coordination and communication among the various departments and units within the College, and for appropriate articulation with broader university-level planning processes and procedures.

#### B. Composition

The committee shall be comprised of the Administrative Council and one faculty member elected from each department.

A committee chair is to be elected by the committee. A recorder shall also be elected.

#### C. Charge

The Planning Committee is responsible for advising and assisting the dean and departments in carrying out a coherent, integrated system of planning within the college. The Planning Committee shall:

1. Articulate the college's mission and role within the larger institutional context
2. Identify core values and priorities which will guide planning and development within the college
3. Develop appropriate goals, strategies, and objectives for the college and articulate these with the institution's planning processes and procedures as appropriate, including the annual Unit Action Plan
4. Review and consider information pertaining to FSU students, educational issues, other institutional matters, or societal trends as may be relevant to the college planning process, including technology
5. Help identify budget priorities for the college and assist as needed in the preparation of budget requests or other such materials as may be called for by the institution's planning processes and procedures
6. Consider and evaluate proposals for changes in these procedures, recommend to the college such changes as may be appropriate, and clarify procedural and substantive questions which may arise with respect to these procedures
7. Consider and advocate on behalf of the college whatever issues may be essential to the continuing welfare and quality improvement of University College and its constituent units

8. Contribute to the dean's agenda for college meetings and/or convene special meetings as needed.

## II. Curriculum Committee

### A. Purpose

The purpose of the Curriculum Committee is to receive, review, and approve proposals for changes related to programs, policies, curricula and courses within University College.

### B. Composition

The Curriculum Committee shall consist of four (4) tenured or tenure-track faculty members:

- Two members will be elected by faculty from Developmental Curriculum
- One member will be appointed by the dean from Educational Counseling and Disabilities Services to serve *ex officio*, without vote.
- The Developmental Curriculum Department Chair.

A chair and a recorder shall be elected from the voting members of the committee.

### C. Charge

The Curriculum Committee may approve, disapprove, request additional information, or request revision of proposals by a simple majority of voting members. Approved proposals shall be forwarded to the dean of the college for review and recommendation and then to the Academic Senate.

1. The Curriculum Committee shall:
  - a. Review curriculum proposals for their merit and compliance with Academic Senate curriculum change/proposal guidelines. Proposals may be submitted by:
    1. The Developmental Curriculum Department
    2. The Educational Counseling and Disabilities Services Department
    3. Coordinators
    4. The Dean
    5. Individual Tenure-Track Faculty Members
  - b. Provide reasonable time for interested parties to speak with respect to curriculum proposals
  - c. Conduct the initial review of proposed courses, programs, and initiatives
  - d. Work within the Academic Senate guidelines for curriculum approval
2. In addition to routine duties, the chair of the Curriculum Committee shall:
  - a. Disseminate the committee's timeline for submission of proposals for consideration to departments and committees

- b. Provide appropriate and timely feedback to the originating department or committee and report its decisions to the University College faculty
- c. At the request of the initiating department or committee, assist in the presentation of the proposal to the Academic Senate.

### III. Standards Committee

#### A. Purpose

The purpose of the Standards Committee is to review the records of University College students who fail to make satisfactory progress as defined by the Ferris State University catalog and/or by contracts signed as part of the University College Program (UNCP) and Directed Studies (DIST) programs to determine probationary status.

#### B. Composition

The Standards Committee shall consist of four (4) tenured or tenure-track faculty members including:

- The Developmental Curriculum Department Chair
- Two faculty members elected by the DC faculty
- One member appointed by the dean from the ECDS Department to serve *ex officio*, without vote.
- The Dean, *ex-officio* (without vote).

#### C. Charge

The Standards Committee may, according to University and College guidelines, dismiss students or place them on academic probation. The FSUS Coordinator will maintain records of committee actions and issue the appropriate letters to students.

#### D. Appeals

Students wishing to appeal committee actions may submit a letter to the Dean.

**UC COMMITTEES  
2009-2010**

<b>Committee</b>	<b>Term Began</b>	<b>Term Length</b>	<b>Term Expires</b>	<b>Notes</b>
<b>Curriculum</b>				
Helen Woodman, Chair	08	2	10	
Terry Doyle	08	2	10	
Gloria Lukusa	09	2	11	
Anne Marie Gillespie	08	2	10	Ex officio, non-voting
<b>Planning</b>				
Administrative Council				
Helen Woodman	08	2	10	Instructional Faculty representative
Anne Marie Gillespie	08	2	10	Educational Counselor representative
<b>Promotion/Merit</b>				Election by 10/1 coordinated by dean's office, dean appointments by 10/15
Maude Bigford	08	2	10	Instructional Faculty, elected (completing JH term)
Mary Steeno	09	2	11	Educational Counselor, elected
Vordyn Nelson	09	1	10	Educational Counselor, dean appointment
Terry Doyle	09	1	10	Instructional Faculty, dean appointment
<b>Sabbatical Leave</b>				Election by 10/1, coordinated by dean's office
Lynnae Selberg	09	3	12	At-large. Elected from both faculty groups
Mary Cline	07	3	10	Educational Counselor
Judith Hooper	09	3	12	Instructional Faculty
<b>Standards</b>				
Helen Woodman, Chair	--	--	--	
Judith Hooper	08	2	10	
Patti Russell	09	2	11	
Deb Cox				Ex officio, non-voting
Bill Potter				Ex officio, non-voting
Karen GreenBay				Ex officio, non-voting
<b>Tenure</b>				
The Educational Counselor Tenure Committee is composed of all tenured counseling faculty. The Instructional Faculty Tenure Committee is composed of all tenured instructional faculty.				

## SECTION IV: FACULTY POLICIES

**UNIVERSITY COLLEGE  
APPLICATION FOR PROMOTION/MERIT  
Deadline for Submission is November 15 (See Deadlines on page 5)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Present Rank: \_\_\_\_\_

Date of Last Promotion/Merit Increase: \_\_\_\_\_

First Master's Degree Name: \_\_\_\_\_

Second Master's Degree Name: \_\_\_\_\_

Doctorate Degree Name: \_\_\_\_\_

Credits Beyond First Master's Degree: \_\_\_\_\_

Please check the box for the category under which you wish to be considered.

I am applying for promotion. Please check the criterion under which you are applying for promotion:

The quantitative criteria under which I am applying for promotion are:

A. The Educational criteria \_\_\_\_\_

B. The Years of Service criteria \_\_\_\_\_

C. Requested Exception to A and B criteria \_\_\_\_\_

Attach to this document a statement providing an explanation of the reason(s) why you should be granted an exception to the quantitative criteria.

I am applying for merit.

Assign the value you wish each category to receive, observing the minimums.

**Candidates must have a minimum of 70% in the Primary Professional Responsibilities, 10% in Service, and 10% in Professional Development.** The total must equal 100%.

- \_\_\_\_\_ **Primary Professional Responsibilities**
- \_\_\_\_\_ **Professional Development**
- \_\_\_\_\_ **Service**

**UNIVERSITY COLLEGE  
GENERIC PROMOTION POLICY  
FACULTY BARGAINING UNIT GROUP MEMBERS**

Approved by faculty vote 11/23/98

Approved by Dr. Barbara Chapman on 12/2/98

Revised July 23, 2001 Approved by Dean William Potter on July 24, 2001

**Revised May 6, 2004 Approved by Dean William Potter on May 10, 2004**

**Revised on May 6, 2005 Approved by Dean Potter on May 10, 2005**

**Revised throughout 2006-2007 Approved by Dean Potter on September 17, 2007**

## **INTRODUCTION**

Ferris State University is committed to maintaining high standards of professional performance among the faculty. To achieve this goal, self-motivated faculty who have ability in areas that contribute to the University's mission are recruited, retained, and promoted. These individuals function best in an environment that encourages the acceptance of responsibility and which rewards continuous learning, service, and scholarship.

## **UNIT COMPOSITION**

The Promotion Policy for University College faculty bargaining unit members evolves from the Ferris State University – Ferris Faculty Association Agreement. University College is two separate groups of bargaining unit members (counselor faculty and instructional faculty) treated as one group in one policy that governs promotion/merit considerations. All have been assigned academic rank, i.e., instructor, assistant professor, associate professor, and professor.

## **SALARY INCREMENTS**

Salary adjustments for promotion/merit of this group are described for members of the bargaining unit in the current FSU/FFA Agreement.

## **PROMOTION COMMITTEE COMPOSITION, PROCEDURES, RESPONSIBILITIES**

### **I. Committee Composition**

- A. The Promotion Committee shall consist of four tenured persons, two tenured persons elected by the tenure track bargaining unit members (one from each of the unit groups) and two tenured persons appointed by the dean (one from each of the unit groups) prior to **October 15**.
- B. The Promotion Committee Chairperson will be selected by and from the committee members and may serve in this capacity for a maximum of two consecutive years.
- C. Committee members will serve a maximum of two consecutive terms.
- D. All Promotion Committee members who are elected will serve a two-year term. Those appointed will serve a one-year term.
- E. Each member of the Promotion Committee must declare himself/herself ineligible for promotion/merit during his/her term of office.

### **II. COMMITTEE ELECTION PROCEDURES**

- A. The election of bargaining unit members to the Promotion Committee be supervised by the Office of the Dean of University College and will be completed by **October 1**. Provisions will be made for voting by absentee ballot. A simple majority of votes cast will be required for election to this committee. If the election results in a tie, a run-off election will be held between the top candidates. The Dean of University College must notify the University College faculty members on or before **October 15** of the election results and of the appointed members of the committee.

In the event of a vacancy on this committee due to resignation, retirement, or other reason, the dean's office will hold a special election among the tenure track bargaining unit members to fill the position or appointment. The tenured person elected will fill only the remaining term of the position to be replaced so the election rotation will not be altered.

- B. The Promotion Committee member serving the second year of his/her term will be responsible for convening the committee on or before **November 1** for the purpose of selecting the chairperson.

### III. PROMOTION COMMITTEE RESPONSIBILITIES

- A. Consult the current Ferris State University Agreement for further information on promotion and merit increases.
- B. The Promotion Committee will meet to determine the eligibility of all applicants relative to the quantitative criteria of this policy. By **December 1** the committee chairperson will notify, in writing, any applicant determined ineligible under the quantitative criteria. This statement will include the reason(s) the applicant is deemed ineligible for consideration under the quantitative criteria.

Applicants determined ineligible for promotion/merit under the quantitative criteria may submit a written appeal to the committee chairperson on or before **December 8**. The committee will meet to consider this appeal and will notify appellants of the committee's final decision on or before **December 20**.

- C. Applicants determined eligible for promotion/merit under the quantitative criteria will be reviewed for promotion/merit relative to the qualitative criteria of this policy.

On or before **January 20** the Promotion Committee will rank all applicants eligible for promotion/merit under the qualitative criteria and submit these names to the Dean of University College.

**A List**: candidates recommended for promotion/merit, per 15.C.1 in the contract

**B List**: a rank ordering of the additional candidates approved for promotion/merit, per 15.C. 2 in the contract

- D. On or before **February 15** the committee chairperson, with the assistance of the committee, shall send letters to each applicant advising him/her of his/her promotion/merit status.

- E. The Dean of University College is responsible to forward the list to the Vice President of Academic Affairs (VPAA) by the due deadline determined by the VPAA pursuant to 15.2.D.2 of the FSU/FFA Agreement.
- F. Portfolio information and letters of recommendation forwarded to the Promotion Committee and committee deliberations will be held in strictest confidence by the members of the committee.
- G. Portfolios may be picked up in the U.C. Dean's office after the promotion cycle is complete. Letters of recommendation sent directly to the Promotion Committee via the Dean of University College will not be returned to the applicant; they will be destroyed.
- H. The Promotion Committee chairperson will be responsible for maintaining the University College Faculty Promotion Policy, including the distribution of copies to members as needed.
- I. The Promotion Committee is responsible for reviewing the current policy. Tenured and tenure track members of each unit group may submit suggestions and/or possible revisions to the Committee prior to **March 1** of each year.  
The deadline for submissions of suggestions will be **March 1**. Open discussion of the suggestions/revisions by the members of each unit group will take place between **March 2-24**. Voting on revisions will occur on **April 1**.
- J. Departmental revisions to be approved by a department require a 66 percent majority of votes cast by the tenured and tenure track members within that department. College revisions are to be voted on by all tenured and tenure track bargaining unit members and also require a 66 percent majority of the total number of votes cast by the tenured and tenure track bargaining unit members for approval.

## **DEADLINES**

The deadline for submission of the portfolio is **November 15**. If any deadline in this policy falls on Saturday, Sunday, or a holiday, the due date will be the following work day. All dates and timelines of this policy are adaptive, meaning that whenever official deadlines are established or modified by the FSU/FFA Agreement, this policy will be considered to have been automatically amended accordingly. The Promotion Committee chairperson will be responsible to notify members of any such changes as they occur.

**Eligibility:** To be eligible to apply for promotion/merit, candidates must satisfy the quantitative criteria established for their group.

## **COUNSELOR FACULTY SPECIFIC**

### **QUANTITATIVE CRITERIA FOR COUNSELOR FACULTY**

#### **I. Instructor to Assistant Professor**

- A. Two years at Ferris State University with the rank of Instructor (May apply during year three.)
- B. Master's Degree in Counseling with at least Limited Professional Counselor licensure. (See note p.3.)

#### **II. Assistant Professor To Associate Professor**

- A. Four years at Ferris State University with the rank of Assistant Professor (May apply during year five.)
- B. Master's Degree in Counseling with full L.P.C. licensure. This is the appropriate degree for counseling professionals as recognized by the American Counseling Association (A.C.A.) (See note p.3.)
- C. One of the following options
  - 1. Twenty semester graduate credit hours related to current counseling assignment, excluding those earned for the first master's degree
  - 2. An accumulation of 10 years of service in a professional-level counseling position at FSU or in a position recognized as "counseling" by the American Counseling Association and its subdivisions. If some of this work experience is not within the current assignment at FSU, the applicant must provide evidence to the Promotion Committee within the portfolio that the previous employment was recognized by the A.C.A. or its subdivisions.

#### **III. Associate Professor to Professor**

- A. Four years at Ferris State University with the rank of Associate Professor (May apply during year five.)
- B. Master's Degree in Counseling with full L.P.C. licensure. This is the appropriate degree for counseling professionals as recognized by the American Counseling Association. (See note p.3.)

C. One of the following options

1. Thirty-five semester graduate credit hours related to the current counseling assignment, excluding those earned for the first Master's Degree
2. An accumulation of 15 years of service in a professional-level counseling position at FSU or in positions recognized as "counseling" by the American Counseling Association and its subdivisions. If some of this work experience is not within the current FSU assignment, the applicant must provide evidence to the Promotion Committee within the portfolio that the previous employment was recognized by the A.C.A. or its subdivisions.

**IV. Merit**

- A. Merit increases can only be awarded to those who have been advanced in rank to the maximum rank consistent with their promotion credentials as defined by the promotion policy.
- B. Master's Degree in Counseling with full L.P.C. licensure. This is the appropriate degree for counseling professionals as recognized by the American Counseling Association. (See note p. 3.)
- C. Four years at Ferris State University since the applicant's last advancement of rank or prior merit recognition from this committee or from any other process (May apply during year five.)

**\*NOTE:** All tenure-track counselors hired prior to January 1, 1998. are deemed qualified for promotion under letter "B" in I, II, III, and IV (merit) regardless of standing relative to Master's Degree or licensure ("grandparented"). Category "B" in I, II, III, and IV (merit) language applies to tenure-track counselors hired after January 1, 1998.

## **INSTRUCTIONAL FACULTY SPECIFIC**

### **QUANTITATIVE CRITERIA FOR INSTRUCTIONAL FACULTY**

#### **I. Instructor to Assistant Professor**

- A. Two years at Ferris State University with the rank of Instructor (May apply during year three)
- B. Master's Degree in appropriate discipline

#### **II. Assistant Professor to Associate Professor**

- A. Four years at Ferris State University with the rank of Assistant Professor (May apply during year five)
- B. Master's Degree in appropriate discipline
- C. One of the following options
  - 1. Twenty semester graduate credit hours related to the current job description beyond the first Master's Degree
  - 2. An accumulation of 10 years of professional teaching experience related to the current classroom assignment. If some of this work experience is not within the current assignment at FSU, the applicant must provide evidence to the Promotion Committee within the portfolio that the previous experience qualifies.

#### **III. Associate Professor to Professor**

- A. Four years at Ferris State University with the rank of Associate Professor (May apply during year five)
- B. Master's Degree in appropriate discipline
- C. One of the following options
  - 1. Thirty-five semester graduate credit hours in a field of study related to the current job description beyond the first Master's degree.
  - 2. An accumulation of 15 years of professional classroom teaching experience related to the current classroom assignment. If some of this work experience is not within the current assignment at FSU, the applicant must provide evidence to the Promotion Committee within the portfolio that the previous experience qualifies.

#### **IV. Merit**

- A. Merit increases can only be awarded to those who have been advanced in rank to the maximum rank consistent with their promotion credentials as defined by this promotion policy.
- B. Master's Degree in appropriate discipline
- C. Four years at Ferris State University since the applicant's last advancement of rank or prior merit recognition from this committee or from any other process (May apply during year five)

## **COUNSELOR FACULTY and INSTRUCTIONAL FACULTY**

### **QUALITATIVE CRITERIA (FORMERLY “THE APPLICATION PORTFOLIO”)**

These are the qualitative criteria through which the candidate competes with other candidates for ranking on the promotion list.

**Applicant should include either the COUNSELOR or INSTRUCTIONAL FACULTY PROMOTION PORTFOLIO CONTENTS pages in the portfolio.**

The applicant must submit to the Promotion Committee via the Office of the Dean of University College a portfolio containing: 1. University College Application for Promotion/Merit, 2. Employment Vita, 3. Candidate’s Reflective Statement, 4. Candidate’s statement of Primary Professional Responsibilities, 5. Evidence of meeting primary job responsibilities competently, 6. Letters of Recommendation, and 7. Materials concerning the following categories:

- Counseling or Teaching or Primary Professional Responsibilities
- Professional Development
- Service

on or before **November 15** of the current year. Required documented qualitative data should include only items from the time of the last promotion or merit award.

#### **Letters of Recommendation:**

- All candidates must submit letters of recommendation from one to five colleagues who are knowledgeable of the applicant’s work. The emphasis of these letters should be on the services done or collaboration completed rather than a generalized statement regarding the applicant’s personal attributes.
- Additionally, the candidate will request a letter from his/her Department Head. The Department Head will submit a letter evaluating the candidate’s work performance.
- All letters not submitted with the applicant’s portfolio must be sent to the Office of the Dean of University College on or before **November 15**.

Service and Professional Development Activities are important categories and cannot be neglected by any successful candidate. However, it is the intent of University College faculty that the preponderance of weight to a candidate’s promotion be ascribed to the evidence presented in the portfolio relative to performance of the Primary Professional Responsibilities category.

## COUNSELOR SPECIFIC ONLY

### COUNSELOR FACULTY PROMOTION PORTFOLIO CONTENTS

COUNSELOR FACULTY PORTFOLIOS MUST CONTAIN THE FOLLOWING SEVEN SECTIONS IN THE ORDER GIVEN:

- \_\_\_\_ 1. University College Application for Promotion with attached Employment Vita
- \_\_\_\_ 2. Employment Vita, including all information needed to support the quantitative criteria for the particular level of promotion or merit sought.
- \_\_\_\_ 3. Candidate's Reflective Statement -- not to exceed 3 pages -- delineating his/her Counseling or Primary Professional Responsibilities philosophy, values, and practices. This statement will give a conceptual framework or a summation for the materials presented in the rest of the portfolio and will help committee members understand the coherence and purpose of the candidate's various efforts.

This statement should explain how the candidate's accomplishments since his/her last promotion/merit meets the College's eligibility criteria for the current promotion/merit application. This statement should make reference to the materials presented in Item 7 below.

As per the Ferris Faculty Association (FFA) contract, section 15.2 c, a copy of this statement shall be submitted simultaneously to the dean for review.

- \_\_\_\_ 4. Candidate's statement of Primary Professional Responsibilities
- \_\_\_\_ 5. Evidence of meeting primary job responsibilities competently as evidenced by one of the following:
  - A tenured candidate who has gone through the Post Tenure Review process must submit a complete copy of the most recent Post Tenure Review Evaluation Document, including evaluator comments and next review cycle indicated.
  - A recently tenured candidate who has not gone through a Post Tenure Review evaluation must submit a complete copy of the most recent tenure evaluation including evaluator comments.
  - A nontenured candidate must submit a complete copy of the most recent Reappointment Committee's evaluation with a copy of the Dean's/Department Head's cover letter

\_\_\_\_\_ **6. Letters of Recommendation (See guidelines under Qualitative Criteria on p.10)**

All candidates must submit letters of recommendation from one to five colleagues who are knowledgeable of the applicant's work. The emphasis of these letters should be on the services done or collaboration completed rather than a generalized statement regarding the applicant's personal attributes.

\_\_\_\_\_ **7. Materials concerning the following categories. Assign the value you wish each category to receive, as indicated, total not to exceed 100%.**

- \_\_\_\_\_ **Counseling or Primary Professional Responsibilities**
- \_\_\_\_\_ **Professional Development**
- \_\_\_\_\_ **Service**

Preponderance of consideration will be given to the candidate's primary responsibilities.

It is to be noted that quality as well as quantity will be considered and, as such, evidence of quality or value of the effort should also be included if indicated.

**COUNSELING or PRIMARY PROFESSIONAL RESPONSIBILITIES (70%--80% - candidate's choice)**

**Note: Due to the vast differences in assignments of the educational counselors, each counselor is responsible for developing his/her own lists of professional duties as agreed upon by their resident dean and their department head/college dean, and providing that list to the promotion/merit committee. Included should be any special recognitions for excellence in this category.**

**In some cases counselors may be assigned to administrative duties as part or all of a load or as overload. In such cases, those duties should be considered as part or all of the Primary Professional Responsibilities for that promotion cycle.**

**PROFESSIONAL DEVELOPMENT (10%-20% - candidate's choice)**

**Note: In the Scholarship category, scholarly activity related to improving the candidate's ability to perform in the areas of his/her Primary Professional Responsibilities will receive a higher value toward promotion and merit than generic scholarly pursuits outside of one's professional assignment.**

**Examples of activities appropriate for this category include attending professional meetings and/or presenting at such; membership in professional associations; membership on appropriate listservs; subscriptions to professional journals; applying for and/or receiving a grant; and completing an additional degree, certification or training that will improve performance of one's professional responsibilities, and special recognition for excellence in this category.**

**SERVICE (10%-20% - candidate's choice)**

**Note:** In the service category, consideration is given to University, College, and Departmental committee membership/leadership; involvement in student life.

**Examples of activities appropriate for this category include membership in committees and faculty governance; participation in task forces, recruitment and/or retention activities; serving on search committees; mentoring of faculty or staff; service to students, department, College, University; serving as faculty advisor to an RSO; special projects/programs/assignments, and special recognitions of excellence in this category.**

## **INSTRUCTIONAL FACULTY SPECIFIC ONLY**

### **INSTRUCTIONAL FACULTY PROMOTION PORTFOLIO CONTENTS**

**INSTRUCTIONAL FACULTY PORTFOLIOS MUST CONTAIN THE FOLLOWING SEVEN SECTIONS IN THE ORDER GIVEN:**

- \_\_\_\_\_ **1. University College Application for Promotion with attached Employment Vita**
- \_\_\_\_\_ **2. Employment Vita, including all information needed to support the quantitative criteria for the particular level of promotion or merit sought. (see Pg. 10 regarding documentation)**
- \_\_\_\_\_ **3. Candidate's Reflective Statement – not to exceed 3 pages -- delineating teaching (or other professional) philosophy, values, pedagogy, practices and professional assignments. This statement will give a conceptual framework or a summation for the materials presented in the rest of the portfolio and will help committee members understand the coherence and purpose of the candidate's various efforts.**

**This statement should explain how the candidate's accomplishments since his or her last promotion or merit meet the College's eligibility criteria for the current promotion/merit application. This statement should make reference to the materials presented in Item 7 below.**

**As per the Ferris Faculty Association (FFA) contract, section 15.2 c, a copy of this statement shall be submitted simultaneously to the dean for review.**

- \_\_\_\_\_ **4. Candidate's statement of Primary Job Responsibilities including those other than teaching (e.g. if coordinating or other non-instructional have been assigned).**
- \_\_\_\_\_ **5. Evidence of meeting primary job responsibilities competently as evidenced by one of the following:**
  - **A tenured candidate who has gone through the Post Tenure Review process must submit a complete copy of the most recent Post Tenure Review Evaluation Document, including evaluator comments and next review cycle indicated.**
  - **A recently tenured candidate who has not gone through a Post Tenure Review evaluation must submit a complete copy of the most recent tenure evaluation including evaluator comments.**

- **A nontenured candidate must submit a complete copy of the most recent Reappointment Committee’s evaluation with a copy of the Dean’s/Department Head’s cover letter.**

\_\_\_\_ **6. Letters of Recommendation (See guidelines under Qualitative Criteria on p.10)**

\_\_\_\_ **7. Materials Concerning** the following categories. Assign the value you wish each category to receive, observing the minimums. **Candidates must have a minimum of 70% in Teaching or Primary Professional Responsibilities, 10% in Professional Development and 10% in Service. The total must equal 100%.**

- \_\_\_\_ **Teaching or Primary Professional Responsibilities**
- \_\_\_\_ **Professional Development**
- \_\_\_\_ **Service**

Preponderance of consideration will be given to the candidate’s primary responsibilities.

It is to be noted that quality as well as quantity will be considered and, as such, evidence of quality or value of the effort should also be included if indicated.

The following itemized lists are intended to provide examples for Item 7 above for candidates seeking promotion or merit and are not to serve as a “check list.”

**TEACHING or Primary Professional Responsibilities (MINIMUM 70%)**

Please provide relevant samples only. (Note: In some cases faculty may be assigned to administrative/non-instructional duties. In such cases, these duties should be considered as part or all of the Primary Job Responsibilities for that promotion cycle.)

- **organize and present material in a logical, comprehensible manner both orally and in writing**
- **develop instructional materials (for example, manuals, handouts, PowerPoint presentations, syllabi, etc.) that support learning objectives and outcomes**
- **develop or redesign courses**
- **develop student evaluation methodologies that assess student performance as well as teaching/learning outcomes**
- **provide appropriate academic advising to students**
- **develop innovative teaching/advising materials, strategies or programs**
- **develop innovative educational programs**
- **conduct research related to instructional effectiveness**
- **other (to include material under this category, the candidate needs to make his/her case for why this should be included and why it is “excellent”)**
- **special recognitions of excellence in the category of primary job responsibilities, examples of which might include:**
  - **receive student recognition of quality teaching via SAI forms or other means such as personal letters, e-mails, etc.**

- receive recognition by peers and/or supervisors for quality teaching
- receive commendations or awards for teaching or advising excellence
- receive evidence of external recognition for teaching or advising expertise
- use or lead in the use of Web CT or other instructional technologies
- assess student learning styles and adapt teaching strategies accordingly
- identify students with deficiencies and address those deficiencies
- meet individual student needs through established office hours and other means
- attend professional development activities related to teaching or advising
- write/receive a grant to develop pedagogy or program
- receive recognition for the development of teaching/advising materials, strategies or programs
- serve as an exchange or visiting professor

**PROFESSIONAL DEVELOPMENT (MINIMUM 10%)**

- attend or present job-related papers, workshops, demonstrations or poster sessions
- participate on a job-related panel at a state, regional, national or international level
- conduct job-related research
- write/receive a grant for a scholarly project
- publish a job-related book review, article, book chapter or book
- serve as an editor or reviewer for a discipline-related publication
- consult or provide technical assistance to others in the discipline
- complete additional degree, course, certification training related to professional responsibilities
- other (to include material under this category, the candidate needs to make his/her case for why this should be included and why it is “excellent”)
- special recognitions of excellence in the category of scholarship, examples of which might include:
  - receive recognition for job-related expertise
  - receive commendations or awards for scholarly excellence

**SERVICE (MINIMUM 10%)**

- participate or take a leadership role in program, departmental, college or university-wide committees or task forces
- participate or take a leadership role in student recruitment activities
- participate or take a leadership role in retention activities
- participate or take a leadership role in fundraising activities
- participate or take a leadership role in educational or developmental activities that benefit the university community
- participate or take a leadership role in program, departmental, or college searches
- participate or take a leadership role in local, regional, or national professional organization(s)
- participate or take a leadership role in volunteer service activities

- **write/receive a grant for a service project**
- **participate in program planning, professional accreditations, professional consultations or other similar activities**
- **provide mentoring for faculty or staff**
- **serve as faculty advisor to an RSO**
- **other (to include material under this category, the candidate needs to make his/her case for why this should be included as beneficial to the University and why it is “excellent”)**
- **special recognitions of excellence in the category of service**

**UNIVERSITY COLLEGE  
EDUCATIONAL COUNSELORS  
REAPPOINTMENT/TENURE RECOMMENDATION  
STANDARDS AND PROCEDURES**

**As Amended and Approved by VPAA Dr. Chapman, May 20, 1999**

**As Amended and Approved by Dean William Potter, June 15, 2007**

**As Amended and Approved by Dean William Potter and VPAA Daniel Burcham,  
September 3, 2008**

## **INTRODUCTION**

The Board of Trustees of Ferris State University and the Ferris Faculty Association, MEA-NEA Agreement of 1995-2002, (section 3-Tenure) requires the tenured bargaining unit members of each department/unit to be responsible for:

1. Determining the criteria for attainment of tenure.
2. Reviewing the performance of non-tenured bargaining unit members for a recommendation to reappoint or not reappoint during relevant employment years.
3. Reviewing the performance of non-tenured bargaining unit members for a recommendation regarding the granting of tenure during the relevant employment year.

## **MISSION STATEMENT**

The criteria and procedure for the attainment of tenure have been established by the tenured educational counselors and are contained in this document. These criteria are designed to assure the quality of educational counseling and that educational counselors are contributing members of the university community. The procedures for evaluation of non-tenured educational counselors and for making recommendations for the granting of tenure have been established to assure that these criteria are being met. The procedures are structured to assist the non-tenured educational counselor to improve his/her performance to qualify for tenure. These procedures should assure that the tenured members of the unit have sufficient information to make a fair assessment of a candidate's qualifications while affording assistance and due process to the non-tenured member(s).

## **DEADLINES**

If any deadline in this policy falls on Saturday, Sunday or a holiday, the due date will be the **preceding** workday. All dates and timelines of this policy are adaptive, meaning that whenever official deadlines are established or modified by the FSU/FFA Agreement, this policy will be considered to have been automatically amended accordingly. The Tenure Review Committee Chairperson will be responsible for notifying members of any such changes as they occur.

## **THE REAPPOINTMENT/TENURE APPLICATION**

In support of their candidacy for reappointment/tenure, non-tenured educational counselors will submit to the Tenure Review Committee an application portfolio containing cumulative data relative to the evaluation criteria **by October 1 of the first year of employment.** Dean's/ Supervisor's evaluations and any other data which will show evidence of progress toward meeting the expectations of the criteria for attainment of tenure are to be submitted. Portfolios

should not include entire documents; mention of a project and a sample of the first page should suffice. Complete documents should be available to the Tenure Review Committee upon request.

## **CRITERIA FOR THE ATTAINMENT OF REAPPOINTMENT/TENURE AS AN EDUCATIONAL COUNSELOR**

Service and professional development are important categories and cannot be neglected by any successful candidate. However, it is the intent of the educational counselor faculty that the preponderance of weight to a candidate's reappointment/tenure be ascribed to the evidence presented in the portfolio relative to the Basic Professional Job Responsibilities (counseling/instruction/-administrative) criteria.

### **I. EDUCATION**

All candidates for tenure shall have a minimum of a master's degree with a major in counseling and a full Michigan Professional Counseling license. This educational criterion is mandatory. While reappointment may be recommended, tenure will not be recommended without satisfying this qualification.

### **II. BASIC PROFESSIONAL JOB RESPONSIBILITIES (counseling/instruction/administrative)**

The candidate for reappointment/tenure shall fulfill the Basic Professional Job Responsibilities to which he/she has been assigned. Candidates should show evidence of creative and innovative contribution to student service. Leadership positions are encouraged.

The candidate will include a detailed listing or description of the current assignment and responsibilities and an evaluative letter of the performance of those responsibilities from his/her immediate supervisor.

### **III. SERVICE**

The candidate for reappointment/tenure shall have committee, task force, or organizational service. Leadership positions are encouraged.

### **IV. SCHOLARLY AND PROFESSIONAL ACTIVITIES**

- A. The candidate for reappointment/tenure must exhibit professional behavior.
- B. The candidate for reappointment/tenure must demonstrate knowledge of current developments in counseling/student development issues.
- C. The candidate must demonstrate involvement in at least two of the three categories below:
  - 1. Maintain membership in at least one professional organization related to the counseling profession and/or the current job responsibilities of the candidate.
  - 2. Attend workshops, conferences, seminars or other continuing education opportunities and/or earn graduate level credits in courses related to the counseling profession and/or the current job responsibilities of the candidate.

3. Carry out scholarly activities in the areas of student development, the counseling profession and/or an area related to the current job responsibilities of the candidate.

## EVALUATION PROCEDURES AND TIMELINES

The Tenure Review Committee will be composed of all tenured educational counselors and others serving on counselor candidate(s) tenure sub committees.

1. **In May each year** a meeting of the Tenure Review Committee will be held to:
  - A. Review this policy document for appropriate amendments
  - B. Elect a Tenure Chairperson. A simple majority vote of the members present at the meeting will determine the outcome of the vote. The Tenure Chairperson will be responsible for:
    1. Maintaining all tenure review records
    2. Forming Candidate Tenure Sub Committees
    3. Convening appropriate tenure review meetings
    4. Mentoring each newly hired educational counselor until the formation of the Candidate Tenure Sub Committee
    5. Forwarding reappointment/tenure recommendations to appropriate university officials.

## II. Candidate Tenure Subcommittee

- A. A Candidate Tenure Sub Committee will be established as soon as possible after each tenure-track educational counselor is hired. A Candidate Tenure Sub Committee will be composed of three tenured persons, two selected by the tenured educational counselors and one tenured person selected by the educational counselor tenure candidate. The members of this subcommittee will select the chair, who is responsible for coordinating the committee's responsibilities, from among themselves, by simple majority vote.

This committee will:

1. Coordinate the evaluation procedures for the candidate throughout the re-appointment/tenure review process in accordance with the tenure process of the current FFA/FSU agreement.
2. Act as advisors to non-tenured educational counselors and assist in the development of the application portfolio as requested
3. Discuss the results of the annual evaluation with the non-tenured educational Counselor.
4. The Candidate Tenure Sub committee will be established and its duties will commence during the candidate's first semester of employment. Evaluations may be provided to the Tenure Review Committee during the candidate's first year of employment. Interactions between the candidate and either the Candidate

Tenure Sub Committee or the Tenure Review committee are not subject to the rights of the confidentiality of privileged information.

- III. **By June 1** the Tenure Review Committee Chairperson will send to each non-tenured educational counselor a copy of the Reappointment/Tenure Recommendation Standards and Procedures document.
- IV. In the year in which a tenure decision is to be made, the non-tenured educational counselor must submit his/her portfolio to the Tenure Review Committee by **October 1**. In years in which a reappointment decision is to be made, each Tenure Mentoring Committee will complete its evaluation of the candidate and present its recommendation to the Tenure Review Committee Chairperson by **October 1**.
- V. **By November 1** the Tenure Review Committee will:
  - A. Complete a review of the submitted portfolio application,
  - B. Hold a meeting to determine the preliminary reappointment/tenure recommendation,
  - C. Notify the applicant in writing of this preliminary recommendation.
    1. Voting will be by paper or electronic ballot.
    2. A simple majority vote of the Tenure Review Committee members will determine the preliminary recommendation. In the absence of an appeal by the candidate, this will become the final recommendation.
- VI. The non-tenured educational counselor shall have the opportunity to appeal to the Tenure Review Committee for a reconsideration of the preliminary recommendation. This appeal is made in writing and must be received by the Tenure Review Committee Chairperson on or before **November 6**. The appeal meeting will be held no later than **November 15**. A simple majority vote will determine the disposition of the appeal. Voting will be by paper or electronic ballot. The appellant will be notified in writing by the Tenure Review Committee Chairperson as to the disposition of the appeal.
- VII. The Tenure Chairperson will forward, in writing, the evaluation and final recommendation to the non-tenured educational counselor and the appropriate department head/chair or dean by:
  - A. **November 20** for those seeking reappointment
  - B. **December 15** for those seeking tenure
- VIII. Records of the reappointment/tenure review evaluation process will be maintained by the Tenure Review Committee Chairperson. These records will be shredded upon the awarding of tenure or the denial of tenure or reappointment. If tenure is denied, the candidate's tenure review file shall be kept for three consecutive years after the date of denial.

**REAPPOINTMENT/TENURE EVALUATION FORM**

NAME \_\_\_\_\_ DATE \_\_\_\_

PRE-TENURE YEAR NUMBER \_\_\_\_\_ TENURE YEAR \_\_\_\_\_

**CRITERIA**

**1. EDUCATION (This criteria must be satisfied for tenure.)**

Master's Degree in Counseling YES \_\_\_ NO \_\_\_\_\_

Michigan Professional Counseling License YES \_\_\_ NO \_\_\_\_\_

**2. BASIC PROFESSIONAL JOB RESPONSIBILITIES (Counseling/Instruction/Administrative)**

Expected outcomes: Fulfills obligations of the Basic Professional Job Responsibilities to which the candidate has been assigned. Shows evidence of creative and innovative contributions to student services. Demonstrates a willingness to assume leadership roles.

\_\_\_\_\_ Satisfactory or above: Achieving appropriate professional performance

\_\_\_\_\_ Progressing: Needs assistance but making progress toward appropriate professional performance

\_\_\_\_\_ Inadequate: Not demonstrating progress toward fulfilling the Basic Professional Job Responsibilities to which he/she has been assigned.

**3. SERVICE**

Expected Outcomes: Shall have committee, task force, or organizational service and a demonstrated willingness to take on leadership positions.

\_\_\_\_\_ Satisfactory or above: Achieving appropriate professional performance

\_\_\_\_\_ Progressing: Needs assistance but making progress toward appropriate professional performance

\_\_\_\_\_ Inadequate: No evidence of service

**4. PROFESSIONAL DEVELOPMENT**

Expected Outcomes: Exhibits professional behavior; demonstrates knowledge of current developments in counseling/student development issues; maintains membership in at least one appropriate professional organization; has attended at least one appropriate workshop, conference, seminar, other continuing educational experience; demonstrates a willingness to take on leadership positions; has carried out appropriate scholarly activities.

\_\_\_\_\_ Satisfactory or above: Achieving appropriate professional performance

\_\_\_\_\_ Progressing: Needs assistance but making progress toward appropriate professional performance

\_\_\_\_\_ Inadequate: No evidence of professional behavior and/or no evidence of professional development and/or no evidence of scholarly activities

**EVALUATION SUMMARY**

- \_\_\_\_\_ Inadequate: Evaluated as inadequate in any one of the criteria
- \_\_\_\_\_ Stagnant/Coasting: Evidence of some involvement within criteria areas; however, evaluated as not progressing professionally or adapting to the assignment
- \_\_\_\_\_ Progressing: Evidence of involvement within all criteria, appropriate professionalism, and adapting to the current assignment. (Minimum evaluation necessary for reappointment)
- \_\_\_\_\_ Accomplished: Performing with appropriate professionalism in all evaluation criteria areas and has adapted to the current assignment. (Minimum evaluation necessary for tenure)

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Summary narrative if necessary (See attached page.)

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Recommendation:

Reappointment            YES \_\_yes\_    \_\_\_\_\_

Tenure:                    YES \_\_\_\_\_    NO \_\_\_\_\_            Additional Year \_\_\_\_\_

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Signature Tenure Committee Chairperson

tenurecn

## SENIORITY AND TENURE GROUPS

### COUNSELOR FACULTY GROUP

NAME	TENURE-TRACK STARTING DATE/NOTES
Mary Cline	10/12/87
Vordyn Nelson	5/1/89
Mary Steeno	8/14/89
Eunice Merwin	1/5/98
Ann Marie Gillespie	7/09/07
Lynnae Selberg	10/6/08

### INSTRUCTIONAL FACULTY GROUP

NAME	TENURE-TRACK STARTING DATE/NOTES
Terrence Doyle	9/1/77
Patricia Russell	9/8/87 Last for digits of SS number determine rank. 7033
Maude Bigford	9/8/87 Last four digits of SS number determine rank. 4134
Judith Hooper	9/4/90
Gloria Lukusa	10/1/98 is date moved from counselor to instructional responsibilities; however, her counselor position was always in the instructional group. 2/1/94 original seniority date
Helen Woodman	8/21/00

## **WORKLOAD POLICIES**

### **ANNUALIZED WORKLOAD FOR NINE-MONTH INSTRUCTIONAL FACULTY ACADEMIC AFFAIRS 98:1**

All examples will be based on a standard workload of 24 semester hours per academic year, excluding Summer (recognizing the differences between colleges and between departments within colleges, 24 hours shall neither be a minimum nor a maximum).

No more than two-thirds ( $2/3$ ) of an annual workload will be assigned in any one semester unless the member agrees. On a semester hour basis where 24 hours is the standard workload, sixteen (16) semester hours would be two-thirds ( $2/3$ ) of an annualized load.

Overload is limited to a maximum of one (1) class of up to five (5) credits per semester. FSUS/DIST seminar classes do not count toward this maximum.

If the department head/chair can document to the dean that a faculty member in his or her college will be assigned and has agreed to teach an overload in the fall semester and will have a full load or an overload in the winter semester, the fall overload may, at the discretion of the dean, be paid during the fall semester.

**University College Counselor Workload Policy**  
**Drafted April 5, 2006**  
**Approved by Counselors on April 19, 2006**  
**Approved by Dean William Potter on May 11, 2006**

1) Counselors work approximately 40 hours per week, Monday through Friday, with professional scheduling flexibility in consultation with their direct supervisor. In addition, counselors have access to the *University Flex-time Policy* provided in HRPP 04:42 to achieve desired adjustments to the standard work week on a long-term basis.

- a) The responsibilities of each counselor may vary depending upon the location of the assignment. The tasks assigned to a counselor are determined by mutual agreement between the counselor and the counselor's supervisor(s) based on:
  - i) the initial job posting and/or position description and
  - ii) an annual review of the changing needs of the counselor's work area.

The resulting list of tasks comprises the Primary/Basic Professional Responsibilities Statement that is referenced in the Counselor Tenure, Promotion, and Post Tenure Review policies and should approximate the time allocation percentages for counseling, professional development and service as approved in these policies.

- b) Similar to instructional faculty, counselors will have access to the *Request for Individual Workload Review* of the FSU/FFA Agreement to address instances when the workload in their setting exceeds the ability to accomplish the workload in that area. Factors to be considered in this context include, but are not limited to, increases in the number of student and faculty supported, the addition of new tasks to the counselor's Primary/Basic Professional Responsibilities, or evidence of the need for continuous overtime or compensatory time as described in Section 2 below. If such a review indicates the existence of excessive workload, the direct supervisor, in consultation with the Educational Counseling Department Head, when appropriate, should address the imbalance by the reassignment of tasks and/or by the appointment of additional staff.

2) As in the case for instructional faculty, counselors are eligible for overload compensation whenever they are assigned to duties on an evening or weekend outside of the standard work week (excluding professional development and consulting) or when the basic assignment cannot be accomplished within the standard work week. In those cases, counselors will be compensated as described below.

- a) Travel time outside of the typical work week, when assigned by the counselor's direct supervisor, will be compensated in accord with the *Travel Increment* section of the FSU-FFA agreement.
- b) Assigned duties producing overtime beyond the standard work week will be compensated, at the counselor's choice, by either:

- i) an overload stipend that will be paid at the lecture rate prescribed in the *Overload* section of the FSU/FFA Agreement, or
- ii) compensatory time, approved by the counselor's direct supervisor(s), on an hour for hour basis unless the counselor has worked more than eight hours in any single day or more than forty hours in a standard week at which time the compensatory time will be calculated at the rate of one and one-half hours per hour of overload. Compensatory time may be taken at a time mutually agreeable to the supervisor(s) and the counselor but may not be accumulated beyond a total of forty hours.

Approved by Vice President of Academic Affairs – Dr. Michael Harris on May 22, 2006

### **SLA WORKLOAD POLICY**

Approved by Thomas Oldfield and Barbara Chapman on 11/9/98

In the event that a full load is not available for a faculty member in University College, one SLA section may substitute to complete the faculty member's workload (no additional pay).

In the event that a faculty member wishes to seek an overload in SLA, the faculty member will receive the normal SLA wages and will be limited to one section (7-8 hour commitment per week).

In a case where a faculty member already has an overload, an additional SLA section is not admissible because it would constitute a double overload.

## SECTION V: APPENDICIES

### CALENDAR DEADLINES BY DATE

DATE	ACTION	FROM	TO
01/07	Fall and summer class schedules	DP&C Department	SIS
01/07	Reappointment packet for faculty in years 2-4	Dean	Academic Affairs
01/15	Sabbatical rank list	Univ Sabbatical Cmte	Academic Affairs
01/20	PTR evaluation	Dean	Faculty
01/20	Promotion rank list	Promotion Committee	Dean
01/30	Faculty-dean appointment		
02/15	Tenure recommendation for those in year 5	Dean	Academic Affairs
02/15	Promotion status letter	Promotion Committee Chair	Faculty
02/21	PTR evaluation	Dean	Academic Affairs
03/01	SAI courses determined for spring semester	Faculty/Dept. head	
03/01	Promotion rank list	Dean	Academic Affairs
03/01	First-year faculty reappointment packet	Dean	Academic Affairs
03/15	PTR process report	Dean	Academic Affairs
04/1-20	SAI administered		
04/01	Faculty decline summer teaching	Faculty	DP&C Department
05/01	Names of next year's PTR candidates	Dean	Faculty
05/01	Evaluation of non bargaining employees	Dean	HRD
06/01	College Annual Report	Dean	Academic Affairs
09/01	Spring class schedule	DP&C Department	SIS
09/15	Minor capital improvement requests	Departments	Dean
10/01	SAI courses determined for fall semester		
10/01	Sabbatical Leave and Promotion Committee elections		Dean's Office
10/01	Tenure application	Faculty in year 5	Appropriate TRC
10/01	Evaluation of all faculty in years 2-4	Appropriate Tenure Mentoring Committee	Appropriate TRC
10/15	Appoint two Promotion Cmte members		Dean
10/15	Sabbatical and Promotion results	Dean	Faculty
10/15	Sabbatical leave application	Faculty	College Sabbatical Cmte
10/15	Minor capital improvement requests	Dean	Academic Affairs
10/15	Unit Action Plans	Departments	Dean
11/1-30	SAI administered for fall semester		
11/01	Preliminary reappointment/tenure recommend	Appropriate TRC	Faculty
11/05	Unit Action Plans	Dean	Academic Affairs
11/06	Reappointment/tenure appeal	Faculty	Appropriate TRC
11/15	Sabbatical rank list	Sabbatical Review Cmte	Dean
11/15	Promotion application	Faculty	Promotion Cmte via dean
11/15	Reappoint appeal meeting		Appropriate TRC
11/20	Final reappointment recommendation all faculty in years 2-4	Chair of appropriate TRC	Applicant and department
12/01	Summer teaching questionnaire	DP&C Department	Faculty
12/01	Ineligible promotion applicant notices	Promotion Committee	Faculty
12/01	PTR portfolios	Faculty	Dean
12/01	Sabbatical rank list	Dean	Academic Affairs
12/08	Promotion applicant appeal	Faculty	Promotion Cmte chair

12/10	Dept head recomb for reappoint and tenure	Department head	Applicant, copy to dean
12/15	Summer teaching questionnaire	Faculty	DP&C Department
12/15	Final tenure recommend for faculty in year 5	Appropriate TRC	Faculty and department
12/20	Promotion appeal decision	Promotion Committee	Faculty

## UNIVERSITY COLLEGE CALENDAR BY TOPIC

### ACADEMIC

ACTION ITEM	FROM	TO	DUE DATE
Spring class schedule	DP&C Department	SIS	End 1 <sup>st</sup> week Sept/
ID fall courses for SAI	Faculty/dept. head		October 1
Administer SAI for fall	Department	Students	November 1-30
Summer teaching questionnaire	DP&C Department	Faculty	December 1
Summer teaching questionnaire	Faculty	DP&C Department	December 15
Fall and summer class schedules	DP&C Department	SIS	End 1 <sup>st</sup> week January
ID spring courses for SAI	Faculty/dept. head		March 1
Administer SAI for spring	Department	Students	April 1-20
Faculty decline summer teaching without affecting rotation	Faculty	DP&C Coordinator	April 1

### COMMITTEE MEMBERSHIP

COMMITTEE	ACTION	DATE
Sabbatical Leave	Election organized by dean's office (1)	October 1
Promotion	Election organized by dean's office (2)	October 1
Promotion	Appointed by dean (2)	October 15
Dean	Notifies faculty of election results	October 15

### POST-TENURE REVIEW

ACTION ITEM	FROM	TO	DUE DATE
Portfolios	Faculty	Dean (via dept. head?)	December 1
Evaluation	Dean	Faculty	January 20 or 10 days prior to appointment
Faculty/dean appointment Deadline			January 30
Individual evaluation packets	Dean	Academic Affairs	February 21
Process report	Dean	Academic Affairs	March 15
Notify next year's faculty	Dean	Faculty	May 1

## SABBATICAL LEAVE

ACTION ITEM	FROM	TO	DUE DATE
Application	Applicant	College Sabbatical Leave Committee with copy to department head	October 15
Rank list	Sabbatical Review Cmte.	Dean	November 15
Rank list	Dean	Academic Affairs/All-University Cmte.	December 1
Rank list	All-University Sabbatical Review Cmte.	Academic Affairs	January 15

## PROMOTION

ACTION ITEM	FROM	TO	DUE DATE
Application portfolio	Faculty	Promotion Cmte via dean's office	November 15
Ineligible applicants notified	Promotion Committee	Faculty applicant	December 1
Applicant appeal	Faculty	Promotion Cmte. Chair	December 8
Appeal decision	Promotion Committee	Faculty	December 20
Rank list	Promotion Committee	Dean	January 20
Notice of status letter	Promotion Cmte. Chair	Faculty	February 15
Rank list	Dean's Office	Academic Affairs	March 1

## REAPPOINTMENT

### For those in Year 1

ACTION ITEM	FROM	TO	DUE DATE
First-Year Faculty reappointment packet	Dean	Academic Affairs	March 1

### For those in Years 2-4

ACTION ITEM	FROM	TO	DUE DATE
Evaluation of all faculty	Appropriate Tenure Mentoring Committee	Appropriate TRC	October 1
TRC preliminary recommendation	Appropriate TRC	Applicant	November 1
Applicant request for appeal	Applicant	Appropriate TRC	November 6
Last day for appeal meeting			November 15
TRC final recommendation	Chair of Appropriate TRC	Applicant (recommendation only) and department head (recommendation and packet)	November 20

Department head recommendation and packet	Department Head	Applicant, copy and packet to dean	December 10
Reappointment packet	Dean	Academic Affairs	January 7

## TENURE

### For those in year 5

ACTION ITEM	FROM	TO	DUE DATE
Tenure application	Counseling and instructional faculty in year 5	Appropriate TRC	October 1
Preliminary recommendation	Appropriate TRC	Applicant	November 1
Applicant request for appeal	Applicant	Appropriate TRC	November 6
Last day for appeal meeting	Appropriate TRC		November 15
Department head recommendation	Department Head	Applicant, copy to dean	December 10
TRC final recommendation	Chair of Appropriate TRC	Applicant and department head (dept. head receives entire packet)	December 15
All tenure material	Department head	Dean	February 15
Tenure recommendation	Dean	Academic Affairs	March 1