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# AGREEMENT

This is an agreement by and between the Northern Michigan University Board of Trustees, the Employer, hereinafter referred to as the “Board,” and the American Association of University Professors-Northern Michigan University Chapter, hereinafter referred to as the “Association.”

## ARTICLE I

### GENERAL PROVISIONS

#### 1.1 Definitions

1.1.1 “Board” means the Board of Trustees of Northern Michigan University, Marquette, Michigan, a state institution of higher education, and its administrative agents.

1.1.2 “Association” means the American Association of University Professors-Northern Michigan University Chapter.

1.1.3 “Unit” or “bargaining unit” means the bargaining unit defined in Section 1.2.

1.1.4 “Faculty member” or “bargaining unit member” or “unit member” means a person employed in the bargaining unit defined in Section 1.2.

1.1.4.1 “Full-time faculty member” or “full-time bargaining unit member or “full-time unit member” means a bargaining unit member holding one of these ranks:

1. Special Instructor
2. Instructor
3. Assistant Professor
4. Associate Professor
5. Professor

1.1.4.2 “Contingent faculty member” shall mean a bargaining unit member who has been employed to teach a minimum of eight credit hours over the previous three (3) consecutive academic sessions defined as the fall session, the winter session, or either of the two (2) summer sessions and who are assigned less than a twelve (12) credit load in the current semester. “Contingent faculty member” shall also include a bargaining unit member who has been employed to provide professional library service or counseling and consultation service and who has worked a minimum of one third of the normal load (as defined by the department load document 6.2.1.1) in the previous three consecutive academic sessions and who is assigned less than a full-time load in the current semester.

Contingent faculty shall hold one of these ranks:

1. Contingent Special Instructor
2. Contingent Instructor
3. Contingent Senior Instructor
4. Contingent Assistant Professor
5. Contingent Associate Professor
6. Contingent Professor

1.1.4.3 “Instructional faculty” means those bargaining unit members employed in departments other than Library and Instructional Support or Counseling and Consultation Services.

1.1.4.4 “Adjuncts” are persons employed by the university to teach less than a twelve (12) credit load in a semester who do not meet the requirements of 1.1.4.2 and do not fall into one of the other categories listed in 1.2.1.1.

1.1.4.5 The Tutorial Assistant designation is at the discretion of the department head after consultation with the full-time faculty in the department. A Tutorial Assistant is defined as a graduate student pursuing a degree and enrolled in at

least one (1) course. Tutorial Assistants must be employed part-time to teach credit-bearing courses and cannot be a graduate teaching assistant or artistic intern.

- 1.1.4.6 A Designated Individual is any individual, in lieu of a spouse, who is not already specifically listed in the section of the collective bargaining agreement for the use of funeral leave, dependent care leave (also known as Family Care Leave), family and medical leave (FMLA) leave and recreation membership. For married employees, the university will assume that individual to be the spouse unless a designation form has been completed noting otherwise.
- 1.1.5 Time expressed in days excludes holidays, set seasonal bonus days, Saturdays, Sundays and all recesses between and during fall and winter semesters. Summer is excluded except when otherwise specified.
- 1.1.6 “Department head” is used exclusively to mean academic department head or anyone assigned the duties of department head defined in this document, regardless of title (e.g. Associate Dean, Director, Chair, etc.).
- 1.1.7 “Department” is used exclusively to mean academic department, Center for Native American Studies, Library and Instructional Support, College of Business, Counseling and Consultation Services, School of Education, Leadership and Public Service, School of Health and Human Performance, School of Nursing, School of Technology and Applied Sciences, School of Clinical Sciences or School of Art and Design. In the event that any of the current departments are eliminated or combined, the administration will inform the Association about what departments will include the faculty affected by the eliminations /combinations.
- 1.1.8 A department is a recognized administrative unit within which Faculty interact with students, administrators and various university staff as specified in this Agreement and applicable bylaws.
- As specified in this Agreement and relevant bylaws, Faculty with appointments in a department shall be members of that department and will conduct business and make recommendations to the department head. Contingent Faculty with previous assignments (seniority) in a department shall be considered members of that department, including for the assignment of courses as specified in 5.3.5. Department heads are responsible for administration and supervision within the department and shall be non-voting ex officio members of all departmental committees, including committees of the whole, with the exception that department heads will be voting members of the committee that evaluates sabbatical proposals as specified in section 8.1.5.1, and will not participate in the committee that conducts faculty evaluation during the promotion or tenure evaluation process as specified in section 5.4. For Deans who also function as department heads, their membership on departmental committees will be determined by department bylaws.
- 1.1.9 “Academic year” refers to the Fall and Winter semesters and in that order.
- 1.1.10 An “overload course” is a course assigned during the academic year to a faculty member by the department head which is in addition to the normal assigned professional responsibilities. Faculty in Library and Instructional Support may teach an overload course in a department other than Library and Instructional Support in addition to their normal workload with approval of the Dean and PVPAA.
- 1.1.11 "Administrative year" and “fiscal year” refers to the period from July 1st to June 30th of the following year.
- 1.1.12 “Work of the unit” or “work of the bargaining unit” is that which is exclusive to the bargaining unit members. All professional library service, professional counseling, and the teaching of all credit courses which count toward degree programs and developmental courses shall be the exclusive work of the bargaining unit. Exceptions due to extenuating circumstances or as a result of acts not within the control of the University shall not normally continue for more than six (6) months without first consulting with the Association. Credit courses which count toward degree programs and professional library service may also be taught or performed by department heads, academic administrators, visiting professors, graduate assistants, tutorial assistants, research assistants, adjunct part-time instructors, and coaching staff.
- 1.2 Recognition
- 1.2.1 The Board recognizes the Association as the exclusive collective bargaining representative of employees of the University in the unit described below for the purpose of negotiating with respect to wages, hours, terms, and conditions of employment. The bargaining unit includes:
- a. All full-time Northern Michigan University faculty members.
  - b. All contingent Northern Michigan University faculty members.

1.2.1.1 Specifically excluded from the unit are: all persons not holding academic rank, Adjuncts, Graduate Assistants, Tutorial Assistants, Visiting Faculty, Military Science faculty, Department Heads, Assistant Deans, Associate Deans, Deans, Assistant and Associate Vice Presidents, Vice Presidents, Associate Provosts, Provost and Vice President for Academic Affairs, (PVPAA), President, and any other supervisors as provided in applicable Michigan labor law, and in addition, undergraduate students, faculty with a "TAS" rank designation, Coaches or Assistant Coaches, confidential employees as provided in applicable Michigan labor law, and NMU employees currently represented as part of a certified NMU collective bargaining unit who are barred from membership according to the terms of their collective bargaining agreement.

### 1.3 Nondiscrimination

The Board agrees to continue to abide by all federal and state laws regarding discrimination in employment. The Board will not knowingly discriminate against any member of the bargaining unit because of their membership or nonmembership in the Association or for engaging in activities which may be supportive of or against the Association or any other employee group, providing such activities do not interfere with the proper performance of job duties. The Board will not knowingly aid, promote, or finance any group or organization (other than the Association) which purports to engage in collective bargaining on behalf of faculty members in the bargaining unit. The extent of any aid to the Association shall be as specified elsewhere in this Agreement.

The Association recognizes the Board's obligation to achieve equal employment opportunity and nondiscrimination within the University as provided by University policy. The University and the Association shall not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, sexual orientation, genetic information, national origin, immigration status (unless restricted by State or federal laws and regulations) age, height, weight, marital status, familial status, pregnancy, disability, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. Nothing in this section shall be construed to prohibit Northern Michigan University from the application of bona fide occupational qualifications as may be appropriate or from taking such measures as may be permissible by law to protect the health and safety of the University community.

The Board and the Association further recognize that the Board's policies in regard to nondiscrimination may be modified from time to time to reflect best practice or lawful mandates. The Board shall consult with the Association prior to any modification to the policy.

### 1.4 Information

1.4.1 The Board will send to the Association, within thirty (30) days after the start of each academic semester, a list (by department or other administrative unit) stating each faculty member's name, academic unit, classification of instructional program (CIP) code, sex, tenure status, rank, date of original appointment at Northern Michigan University, date of tenure (if applicable), date of appointment to current rank, date of current appointment, appointment type (e.g. 9-month/12-month, regular/limited/reduced, sabbatical replacement, etc.), fund status of position (e.g. base budget/one-time funds) date of birth, highest degree held, salary and fringe benefits, NMU-assigned email address, and mailing address. The Board will send the Association a list of any changes in the list (including resignations, retirements, or deaths) on a monthly basis. The Board will also forward to the Association copies of all notices terminating the employment of unit members at the same time such notices are sent to members.

Within thirty (30) days after the start of each academic semester, the Board will send to the Association a list of all non-AAUP represented personnel (by department or other administrative unit) who are employed on campus and off campus on a part-time basis under the provisions of Section 1.2.1 of this Agreement. This list shall detail the employee's name, courses taught, credit hour load, the employee's title, employee's class, and full-time equivalency (FTE).

1.4.1.1 The Board will send to the Association all academic semester overload contracts and directed study contracts as they become finalized.

1.4.1.2 The Board will send to the Association all Summer College assignment contracts and Summer College directed study contracts as they become finalized.

1.4.2 The Board will provide the Association with such additional information from its records as is necessary to enable the Association to carry out its functions of representation and bargaining with respect to the wages, hours, and other terms and conditions of employment. However, this provision shall not be construed to require the Board to prepare or develop information for the Association or to provide information in any form other than that of copies of already existing records.

In order to enable the Association to meet its responsibilities to assure that bargaining unit members are treated in compliance with state and federal laws regarding discrimination, the Board agrees to meet all reasonable requests by the Association for providing data related to such compliance.

1.4.3 The Administration will provide the Association with a copy of the Integrated Postsecondary Education Data System (IPEDS) and Michigan Higher Education Institutional Data Inventory (HEIDI) Report each year.

1.5 Separability; Minimum Requirements; Negotiations

In the event that any provision of this Agreement, in whole or in part, is declared to be illegal, void, invalid, or unenforceable by any court of competent jurisdiction or by any administrative agency having jurisdiction, all of the remaining terms, conditions, and provisions of this Agreement which are not rendered meaningless, inoperable, or ambiguous as a consequence of the declaration shall remain in full force and effect.

1.5.1 This Agreement states minimum terms and conditions for employment or continued employment of a member of the bargaining unit, and the Board shall not employ a unit member on terms less favorable to each of them than those stated herein without the consent of the affected individual and the Association.

1.5.2 Not more than three (3) representatives designated by the Board and not more than three (3) representatives designated by the Association shall confer at such reasonable times as either party may request to consider problems concerning this Agreement or other matters of mutual concern. Such meetings shall not exceed one (1) in each calendar month except by mutual agreement.

The party requesting such a meeting shall give the other party a written request at least one (1) week in advance. Such notice shall specify the agenda of items to be discussed, and no other items shall be considered except by mutual agreement.

1.5.3 The parties shall commence negotiations toward a modification of this Agreement no later than one hundred twenty (120) days prior to its expiration date, unless a valid legal question concerning the Association's representational status is raised prior to the commencement of such one hundred twenty- (120) day period, or both parties mutually agree to the commencement of negotiations. Each party shall give the other party written notice of desired contract changes or additions prior to the commencement of such negotiations.

1.5.4 The University will consult with the Association on the terms of a severance incentive plan prior to the submission of the plan to the Board of Trustees.

1.6 Association Use of Facilities and Services

1.6.1 The Association shall be afforded:

- a. the right to send through the regular University campus mail service, newsletters and such other communications as are necessary to the conduct of the Association's business as a collective bargaining agent, provided such use of the mail shall not cause an unreasonable load on the system and provided such use is legal under state and federal law;
- b. use of campus bulletin boards for notices of Association meetings and other official Association business;
- c. the privilege of scheduling Association meetings on campus in appropriate facilities free of charge, provided written requests for such space are made a reasonable time in advance and suitable facilities are available at the time requested; special service or equipment to be charged at usual rates;
- d. the privilege of contracting, at the same rate charged to registered campus organizations, for such of the following services as are needed for the Association's conduct of its business as a collective bargaining agent: printing address labels, label affixing, material folding and insertion, duplicating, copying, audio-visual, computer, food.
- e. The Board shall provide the Academic Senate with office space, duplicating, on-campus mail services, and half-time secretarial support for purposes specified in Section 3.3.1.6.

- 1.6.2 In order to facilitate the process of academic governance as structured in this Agreement, the equivalent of two (2) FTE positions shall be provided on a reassigned time basis to be allocated by the PVPAA each semester after consulting with the Association. The Association will submit a letter of intent prior to the beginning of each semester which will indicate the specific positions among which reassigned time is to be allocated. Variations in the reassigned time allocation can be arranged by mutual agreement.
- 1.7 Association Membership, Dues and Payroll Deduction
- 1.7.1 This Article applies to all employees in the bargaining unit. The bargaining unit is described in Article 1. All employees in the bargaining unit are “bargaining unit members”. Association members are those that pay dues.
- 1.7.2 The Association represents all employees in the bargaining unit.
- 1.7.3 Each bargaining unit member can freely choose to become a member of the Association, or to not become a member of the Association.
- 1.7.4 If a faculty member chooses not to become an Association member they will remain entitled to representation by the Association, and remain covered by this collective bargaining agreement.
- 1.7.5 Faculty who choose to not be members of the Association shall not serve or hold office in the Association, attend Association meetings, vote in elections conducted by the Association, vote on collective bargaining agreements or serve on Association committees, (for example, AAUP Faculty Council, AAUP Executive Committee, Faculty Review Committee (FRC), College Advisory Committees, Educational Policies Committee). However nonmembers are permitted to serve on departmental, college, and university committees that are part of the shared governance system (for example, Academic Senate, Senate Committees, ad-hoc committees appointed by administration).
- 1.7.6 A faculty member who becomes an Association member will be required to pay Association dues (the amounts and regularity of those dues payments to be decided by the Association). A faculty member choosing to become an Association member will be required by the Association to sign the following payroll deduction authorization form authorizing the University’s Payroll Office to deduct Association dues from the faculty member’s paychecks (Appendix E).
- 1.8 Dues or Service Fees Checkoff
- 1.8.1 The Association will present the signed dues deduction authorization forms directly to the University’s Payroll Office. Any such authorization form shall remain in effect until revoked in writing (signed) by the employee.
- 1.8.2 Each employee may submit a signed payroll deduction authorization form (via the Association) to the Payroll Office twice per fiscal year (beginning of fall semester through end of summer session).
- 1.8.3 The Association shall annually certify in writing to the University’s Payroll Office no later than the third Friday in September, the authorized amount to be deducted from each Association member who submits a signed payroll deduction authorization form. The University’s Payroll Office shall deduct the authorized amount from each of the employee’s regular paychecks and shall within fifteen (15) days after deduction transmit the amounts to the Association, together with a list setting forth the name of each employee for whom deductions were made.
- 1.8.4 The University’s Payroll Office shall use its best efforts to make the aforesaid deductions in the manner set forth but assumes no responsibility for any errors in making such deductions other than to correct such errors. In the event of overpayment, the Association agrees to refund such monies within twenty (20) days.
- 1.8.5 Neither the University nor the Association will discriminate against any employee because the employee chooses to become an Association member or chooses not to become an Association member.
- 1.8.6 All sums deducted by the University shall be remitted to the Association’s Financial Officer at an address given to the University by the Association once each month by the fifteenth (15) calendar day of the month in which the deductions were made, together with a list of the names and the amount deducted for each faculty member for whom a deduction was made. The list shall also identify new faculty members and faculty members deleted since the last listing with an explanation of the changes. Such communication shall be made electronically, in a format agreeable to the parties.



- 1.8.7 The Association agrees to make whatever adjustments are necessary directly with a faculty member who may, as a result of this deduction procedure, pay more or less than the Association's dues or service charge.
- 1.8.8 The University shall not be liable to the Association by reason of the requirements of this Article for the remittance of payment or any sum other than that constituting actual deduction made from the pay earned by the faculty member. In addition, the Association shall indemnify and save the University harmless from any liability resulting from any and all claims, demands, suits, or any other action arising from compliance with this Article, or in reliance on any list, notice, certification, or authorization furnished under this Article.
- 1.8.9 In the event that 2012 Public Act 349 is repealed or rendered ineffective as a result of voter, judicial determination, or legislative action, the provisions of sections 1.7 "Association Membership, Dues and Payroll Deduction" and 1.8 "Dues or Service Fees Checkoff" in the 2021-2026 collective bargaining agreement between NMU and the Association shall become effective per the time frame established by such voter, judicial or legislative action and will continue in effect through the duration of this Agreement.
- 1.9 Faculty Orientation Week
- 1.9.1 The Board will provide allotted time not to exceed a total of two (2) hours for the Association to call a meeting of bargaining unit members during faculty orientation week each fall.
- 1.9.2 The Board will provide allotted time not to exceed a total of two (2) hours for the Association and administration to co-lead a Master Agreement information session for new bargaining unit members, as part of the New Faculty Orientation program.
- 1.10 Complete Agreement
- This collective bargaining Agreement represents the complete agreement between the parties and supersedes any and all prior agreements, understandings, customs, and practices. This Agreement incorporates all the mutually-agreed-to subjects of negotiation, and both parties acknowledge that the parties were free to discuss all matters of concern dealing with wages, hours, and working conditions. The parties further acknowledge the parties' mutual right during the term of this Agreement, to initiate good faith negotiations on any matters of concern dealing with wages, hours, and working conditions which are not covered by this Agreement and were not the subject of any proposals by either party during the negotiations leading to this Agreement. This collective bargaining Agreement may be amended, modified, or supplemented only by a written document signed by authorized representatives of both parties. Specifically, the Chapter President and Contract Officer will sign for the Association and the PVPAA and the Vice President for Finance and Administration will sign for the Board.
- 1.11 No Strike or Lockout
- The Association agrees that it will not engage in or sanction or support any strike, work stoppage, work slowdown, or other job action which in any way interferes with the normal operation of the University. The Board agrees that it will refrain from locking out members of the bargaining unit or from any threat thereof.

**ARTICLE II**  
**MANAGEMENT RIGHTS**

Subject only to any limitations imposed by the express and specific terms of this Agreement, the Board hereby retains and reserves unto itself all powers, rights, and authority to manage, direct, and control the University and its program, properties, facilities, and employees, including, without limiting the generality of the foregoing, the rights:

1. to hire all employees, to determine the employees' qualifications and compensation and the conditions for the employees' continued employment, and to dismiss, demote, discipline, promote, transfer, assign, lay off, and recall all such employees;
2. to establish, modify, and abolish programs and courses of instruction, as deemed necessary or advisable by the Board;
3. to determine class schedules, the hours of instruction, and the duties, responsibilities, and assignments of faculty and other employees with respect thereto;
4. to reassign, at its discretion, department heads, deans, and other administrators who hold academic rank in a department to full-time faculty status in that department.

**ARTICLE III**  
**FACULTY PARTICIPATION**  
**IN**  
**ACADEMIC AFFAIRS**

3.1 Departmental Affairs

3.1.1 Bylaws

- 3.1.1.1 The bylaws of a department will constitute the means whereby that department agrees to conduct its internal affairs and by which it shall address procedures and standards for faculty appointments, evaluations, promotions, and tenure recommendations. Departments thus have the freedom and the flexibility to conduct the departments' internal affairs according to the bylaws they create, so long as those procedures are in compliance with the general standards and procedures specified in Articles II and V hereof.

Departmental bylaws shall describe specific standards for promotion which confirm levels of achievement in the areas of assigned responsibility, scholarship and/or professional development, and service commensurate with each rank and which shall be defined by example. While reflective of the differences in their fields, the standards specified in the bylaws in each department shall be based on the function of the department within the university, and a reasonable circle of comparison within the discipline, and a reasonable circle of comparison within the university.

Departments, together with their department heads, shall identify at least two (2) peer four-year colleges or universities that establish a circle of comparison appropriate for their disciplines. This list shall accompany bylaw revision submissions.

3.1.1.2 Creating Bylaws for New Departments

Deadlines established in this article are intended as guidance, and shall normally be followed. These deadlines may be extended by mutual agreement of the parties.

- 3.1.1.2.1 Faculty in newly created departments shall propose a set of bylaws within the first six (6) months of operation so as to permit the orderly transaction of departmental business, of faculty evaluations, and of promotion and tenure recommendations.

- 3.1.1.2.2 If the faculty in a new department are unable to develop bylaws that are approved within one (1) year, the PVPAA shall establish bylaws by modifying the last proposed bylaws in order to achieve compliance with the contract; the PVPAA shall provide a written justification for modifications to the departmental faculty and to the other parties involved in the approval process.

3.1.1.3 Initiating the Modification of Bylaws for Existing Departments

Deadlines established in this article are intended as guidance, and shall normally be followed. These deadlines may be extended by mutual agreement of the parties.

- 3.1.1.3.1 A department may propose changes in its bylaws at any time during the academic year.

- 3.1.1.3.2 The PVPAA may require a department to review and/or change its bylaws if:

- a. An outside consultant or review team involved in a program review or accreditation visit finds the standards of professional competence specified in the promotion and tenure standards section of the bylaws have become obsolete because of:

- (1) changes in the standards of accreditation
- (2) changes in technology

An example of such obsolescence is: in the department of Engineering Technology, the development of graphics abilities in computers may make a teacher of graphic arts without the capacity to use computers professionally

impaired.

What is not an example of such obsolescence is a change in publication standards, such as the number, if any, of publications required for tenure or promotion.

- b. The departmental bylaws contradict the agreement.
- c. The PVPAA and FRC mutually determine that the standards for faculty appointment, evaluation, tenure, and/or promotion recommendations do not require levels of achievement or performance consistent with those described in bylaws throughout the University community, i.e., shall be based on the function of the department within the university, and a reasonable circle of comparison within the discipline, and a reasonable circle of comparison within the university as referenced in Section 3.1.1.1.

3.1.1.3.3 If a department is required to change their bylaws for reasons listed in 3.1.1.3.2, the PVPAA will send a memo to the Contract Officer and the department faculty indicating which sections of the bylaws need to be changed. The department faculty have nine (9) months (not including the summer session or breaks between and within academic sessions) to complete the changes and submit them to the Bylaw Review Committee. If the department has not submitted proposed changes by the deadline, the PVPAA may suggest the changes and submit them to the department for modification prior to their submission to the Bylaw Review Committee. If the department faculty have not submitted proposed changes to the Bylaw Review Committee within ninety (90) days of receipt of the PVPAA's recommendation, the changes proposed by the PVPAA shall then move directly to the Bylaw Review Committee, thus initiating the bylaw approval process (3.1.1.4.3).

3.1.1.3.4 Prior to the revision of bylaws of a department as provided by the provisions of 3.1.1.3, an ad hoc Bylaw Review Committee (BRC) shall be formed for the purpose of reviewing the bylaws of that department. The ad hoc Bylaw Review Committee shall consist of:

- 1. a designated representative appointed by the PVPAA
- 2. the AAUP Contract Officer or delegate
- 3. a member of the department's college advisory committee elected by the college advisory committee
- 4. a member elected by the department faculty whose bylaws are being reviewed

For the purpose of designating individuals to the Bylaw Review Committee, at least three (3) weeks prior to the intended submission date of a bylaw revision document to the Bylaw Review Committee, the designated member of the department faculty shall notify the AAUP Contract Officer, who will communicate the intention to the PVPAA and appropriate college advisory committee. Within two (2) weeks of notification of the impending bylaw revision submission, the names of the designees to the ad hoc Bylaw Review Committee will be communicated to the designated faculty member of the department. The names of the ad hoc Bylaw Review Committee members will be included on the submittal form accompanying the bylaw revision submission.

The purpose of the Bylaw Review Committee is to review and recommend departmental bylaw proposals with reference to the provisions of 3.1.1.1. The review of bylaws entails working with departments to develop proposals that do not contravene the agreement.

All members of the Bylaw Review Committee shall have equal vote. A recommendation to approve bylaws shall only be affirmed upon the agreement of at least three (3) voting members of the Bylaw Review Committee.

The AAUP Contract Officer and the provost or the provost's designee will develop working procedures for all Bylaw Review Committees.

3.1.1.4 Standards and Procedures for Gaining Approval of New Bylaws or Changes in Old Bylaws

3.1.1.4.1 Appendix F contains the following:

- a. Procedure for submitting and securing final adoption of departmental bylaw proposals
- b. Format for submittal and final approval of departmental bylaw proposals

c. Submittal form for approval of departmental bylaws. Proposals not submitted in standardized format or not accompanied by a submittal form will be returned to the originating body (department or PVPAA) for reworking. A bylaw contact person on the faculty of the department will be designated on the submittal form.

- 3.1.1.4.2 The document “Procedure for Submitting and Securing Final Adoption of Departmental Bylaw Proposals” specifies the procedure for fulfilling the requirements of the bylaw approval process. The department contact faculty member will provide an electronic version of the bylaw proposals to the department head, dean and the Bylaw Review Committee within seven (7) days of passage by the department faculty.

The parties agree to develop an electronic repository for bylaw submission and review and to develop a procedure to effect such submission.

3.1.1.4.3 Step One: Bylaw Review Committee

The department contact faculty member shall submit all proposals first to the Bylaw Review Committee whose acceptance or non-acceptance will be based on whether or not the proposals contravene the agreement noting especially article 3.1.1.1.

The Bylaw Review Committee shall provide a written response to the originating body (department or VPAA) to any proposals, within sixty (60) days of the receipt of the proposals; if a response is not received within sixty (60) days, the proposals shall be sent to the PVPAA by the AAUP chapter president.

- a. If found acceptable by the Bylaw Review Committee, the proposals shall then be sent by the AAUP Chapter President to the VPAA.
- b. If found unacceptable, the Bylaw Review Committee shall specify the reasons for its unacceptability in a written response to the department contact faculty member and arrange for a conference between the Bylaw Review Committee and the department to discuss the proposals.

The department may then choose to modify its proposals until they are accepted by the Bylaw Review Committee. If there is no overall agreement between the Bylaw Review Committee and the department within ninety (90) days of the initial bylaw submission, the Bylaw Review Committee will reduce its concerns (including minority concerns) to writing. The AAUP president will forward the bylaws and concerns of the Bylaw Review Committee, if any, to the Provost.

3.1.1.4.4 Step Two: PVPAA

After review by the Bylaw Review Committee, all proposals shall be sent by the AAUP chapter president to the PVPAA. The PVPAA’s approval of all proposals other than those concerning the standards for promotion and tenure shall be whether or not they contravene the Agreement. The PVPAA’s approval of proposals concerning tenure and promotion standards shall be based upon a reasonable circle of comparison within the discipline and within the university and whether or not the proposed specifications of standards contravene the Agreement. The PVPAA shall send a written response to the department faculty within thirty (30) days of the receipt of proposals. If a written response is not received within thirty (30) days, the changes shall be considered the official bylaws of the department.

- a. If the proposals are approved, they become the official bylaws of the department.
- b. If the proposals are not approved, the PVPAA shall specify the reasons in writing and arrange for a conference with the department faculty. This meeting shall occur within thirty (30) days after the department faculty receives the written decision of the PVPAA. The PVPAA may invite the department head, the dean, the chair of the Bylaw Review Committee, the department contact faculty member and the Contract Officer to the conference.
  - (1) If the conference leads the PVPAA to accept the proposals, they become the official bylaws of the department.
  - (2) If the conference does not result in an agreement on the proposals the Provost shall provide written serious and compelling reasons for denying the proposals to the department faculty. The department faculty may appeal the PVPAA decision to the FRC within thirty (30) days of the conference. The FRC will have thirty (30) days to review the appeal and communicate its decision. If it does not communicate its ruling and the reasons for it within thirty (30) days, the PVPAA’s decision will be considered upheld.

(3) If the FRC supports the department faculty's appeal, the PVPAA shall accept the FRC's judgment unless the PVPAA has serious and compelling reasons for not doing so. Unless the PVPAA communicates such serious and compelling reasons to the FRC and the department faculty, and the AAUP within thirty (30) days of receiving the FRC's ruling, the FRC's decision will be considered upheld. If the FRC's decision is not upheld, all proposed changes to the department's bylaws become null and void and the current bylaws remain in force; provided, however, the general standards in article 5.4 and 5.6 shall be applied to promotion or tenure applications. Changes to the current bylaws can be initiated by the provisions in 3.1.1 and its subsections.

At no point in the bylaw revision process can modifications of bylaw language be incorporated into a proposed bylaw change document without an explicit vote by the department faculty affirming their incorporation except as provided in article 3.1.1.4.4.

Such bylaws shall remain in effect unless amended in accordance with the procedures described above or superseded by changes in this agreement.

### 3.1.1.5 Provisions Common to all Departments

3.1.1.5.1 All department faculty will have a voice in departmental affairs, including the right to vote on all matters brought to the department faculty at meetings that would reasonably be construed as a meeting of the whole.

3.1.1.5.2 Department faculty shall elect annually a person to serve as chair of the department faculty whose responsibilities shall include:

3.1.1.5.2.1 Managing all extra-departmental communications between the department faculty and the administration as described in this agreement

3.1.1.5.2.2 Serving as department coordinator as provided in 3.1.2.3.1

### 3.1.2 Department Heads

Department heads shall normally be tenured and hold the rank of Associate Professor or Professor in one of the departments to be served, unless mutually agreed to by the departmental faculty and administration.

3.1.2.1 When it becomes known that a department head position will become vacant, or if the department head position has already become vacant, or if a new department is created, the dean of the college shall meet with the department faculty within two (2) weeks to discuss qualifications and expectations for the position. Specific guidelines will be formulated which may include:

a. Whether internal and/or external candidates shall be considered

b. Desired qualifications, including rank

c. Budgetary considerations

d. The target number of recommended candidates that will be submitted to the dean for consideration

3.1.2.1.1 Following the discussion described in 3.1.2.1, the department faculty shall communicate their recommendations within two (2) weeks to the dean. The dean shall promptly confirm or modify the department faculty's recommendations and communicate the guidelines and procedures in choosing the new department head.

3.1.2.2 The department faculty will formulate its recommendation(s) among all candidates and forward same to the dean, with supporting rationale. When the department faculty is able to find more than one (1) acceptable candidate, the department may rank order its list of acceptable candidates and give reasons for its ranking. If the department is able to find only one (1) acceptable candidate, it shall recommend that candidate. If the department faculty does not find an acceptable candidate, the search will be ended. The dean will review the departmental recommendation(s) with the PVPAA. If the department's recommendation(s) is approved by the PVPAA, the PVPAA shall recommend the appointment of the candidate to the President of the University. If the University does not accept the recommended candidate(s), the University has the right to declare the search process has ended.

3.1.2.3 In the event a department head position is not filled in a timely fashion through the preceding procedures, the Board may appoint a department head for a period not to exceed one (1) year. During this year the procedures specified in sections 3.1.2.1 and 3.1.2.2 will be carried out to select a new department head. If this search fails, the Board has the

right to appoint the same individual to one (1) additional term not to exceed one (1) year. Exceptions to the limit on reappointments may be made upon the recommendation of the department faculty.

- 3.1.2.3.1 The chair of the department faculty as provided in 3.1.1.5.2 shall serve as coordinator of department affairs if the department head becomes unavailable during an administrative year. Any duties considered supervisory by Michigan Labor Law will be carried out by the individual's immediate supervisor.
- 3.1.2.4 Administrative Terms and Evaluations
  - 3.1.2.4.1 Department heads defined in 1.1.6, with the exception of those who have the title of Dean, will be appointed to their position for an administrative term. The length of the term is customarily five (5) administrative years. Individuals may be reappointed to additional terms.
  - 3.1.2.4.2 Department heads defined in 1.1.6, directors and the Deans of Library and Instructional Support and the College of Business will be evaluated in the final year of their administrative term or within five (5) years by the faculty in the appropriate academic unit according to the provisions in 3.1.2.4.3, 3.1.2.4.4 and 3.1.2.4.5. The Office of the PVPAA will provide an updated schedule for these evaluations each fall to the AAUP Office and departments. Faculty input into the evaluation of the Head will be accorded reasonable anonymity and will not form the sole basis of the evaluation.
  - 3.1.2.4.3 Part I: By February 1 of the year in which an administrative evaluation is to be completed (as described in 3.1.2.4.2), the individual being evaluated will submit a self-assessment document (entitled "Part I") to the chair of the faculty evaluation committee in that unit and another copy separately to their immediate supervisor. This "Part I" document will contain sections related to the effectiveness in each of the following areas if applicable: leadership, management, teaching, service and scholarship and/or professional development.
  - 3.1.2.4.4 Part II: The faculty and the department head's immediate supervisor in the appropriate unit will each prepare a separate evaluation statement (entitled "Part II") that will include assessments of the individual's effectiveness in leadership, management, teaching, service and scholarship. Each separate evaluation statement will include a summary rating of the department head's leadership and management as Exceptionally Effective; Highly Effective; Effective; Less than Effective; Unsatisfactory. Both evaluation statements will be submitted to the department head not later than March 15.
  - 3.1.2.4.5 After submission of "Part II" of the administrative evaluation, the department head in the appropriate academic unit may submit comments to the faculty and/or immediate supervisor not later than five (5) days after receipt of "Part II". The department head, department faculty or dean may also request a meeting with any of the other two (2) entities to discuss the evaluation. If requested, such meetings shall be upon two (2) weeks' notice and not later than April 30. The meeting(s) should result in an agreement about any issues that need to be addressed and how they will be addressed.
  - 3.1.2.4.6 An evaluation as described in 3.1.2.4.3, 3.1.2.4.4 and 3.1.2.4.5 can be initiated at any time during an administrative term by two-thirds (2/3) majority vote of the faculty in the appropriate academic unit. The timeline for submission will be mutually agreed to by the department faculty, department head and dean; however, Part I will be submitted by the department head within three (3) calendar months from delivery of the written request for an evaluation from faculty. Faculty concerns may be communicated to the dean at any time without initiation of a formal evaluation.
- 3.1.3 Assistant and Associate Department Head
  - 3.1.3.1 If such position is authorized by the dean, Assistant and Associate Department Heads shall be full-time faculty members who currently hold academic rank in the department to be served.
  - 3.1.3.2 The department head selects the assistant or associate department head in conjunction with the faculty of the department. When an assistant or associate department head recommended by the faculty is not approved by the PVPAA, the selection process will be returned to the department for further discussion and identification of additional candidates. In the event the assistant or associate department head position is not filled in a timely fashion through the preceding procedure, the Board may appoint an acting assistant or associate department head for up to one (1) year. Reappointment is possible upon the recommendation of the department faculty.
- 3.2 College Advisory Councils
  - 3.2.1 Each departmentally organized college (or academic unit not affiliated with a departmentally organized college) shall have a College Advisory Council (CAC). The CAC in each college shall be selected from among the college's faculty provided that two thirds (2/3) of the membership of each CAC must hold the rank of Associate Professor or

above and be tenured or on Continuing Contract Status. CAC members who are not tenured or on Continuing Contract Status may not participate in tenure or Continuing Contract reviews, CAC members on contingent, term or probationary appointments may not participate in Continuing Contract Status reviews, and CAC members below the rank of Associate Professor may not participate in promotion reviews for faculty members seeking a rank higher than that currently held by that CAC member. However, in a college where the above requirement would exclude a department from representation on its CAC, an exception may be made; the bylaws of that CAC will address such exceptions.

A faculty member who is applying for tenure, promotion or Continuing Contract Status may not serve as a member of the CAC that will be reviewing the individual's application for promotion, tenure, or Continuing Contract Status during the academic year or application. CAC members must recuse themselves from participating in evaluation of faculty from their own departments.

- 3.2.1.1 Recommendations from Library and Instructional Support or the College of Business that would otherwise be sent to a CAC will be sent to the next level in the administrative process.
- 3.2.1.2 For the purposes of bargaining unit member evaluation, tenure, continuing contract status, merit and equity distribution, promotion, determination of sabbatical leaves, and bylaw review, Counseling and Consultation Services shall be considered a department in the College of Health Sciences and Professional Studies; workload for Counseling and Consultation Services faculty shall be governed by Section 6.2.1.2; in all other matters in this Agreement, Counseling and Consultation Services shall be considered as a department in the Academic Affairs Division. Any teaching done for an academic department by a member of Counseling and Consultation Services is subject to evaluation by that department.
- 3.2.2 Each CAC shall review all recommendations of departments for promotion, tenure, or termination as provided in Article V.
- 3.2.3 Each CAC shall act in an advisory capacity to the dean on matters affecting the operation and implementation of the college's academic programs or on matters referred to it by the dean.
- 3.2.4 CAC bylaws and procedures shall be reviewed and approved by the FRC. If the FRC rejects the bylaws or procedures of the CAC or any portion thereof, it shall inform the CAC in writing how the bylaws can be revised to satisfy its objections.
- 3.3 Academic Senate
  - 3.3.1 The Academic Senate shall be established, which shall be composed as follows: one (1) Faculty member from each department (two [2] from departments of twenty [20] or more full-time equivalent faculty positions) elected by the faculty of that department; the deans of the colleges; one (1) department head from each college; the Dean of Library and Instructional Support and the Dean of Graduate Education and Research; and four (4) students appointed by ASNMU. The PVPAA and an AAUP liaison shall serve in an ex officio, nonvoting capacity. Members of the Academic Senate shall have at least three (3) years at the University, if possible. Students may be appointed to appropriate committees of the Academic Senate.
    - 3.3.1.1 The Academic Senate shall annually elect an Executive Committee from its membership, with the provision that the PVPAA and the AAUP liaison will be voting members.
    - 3.3.1.2 The Academic Senate shall be governed as to procedures by its own bylaws and shall establish a subcommittee structure to carry out its responsibilities in accordance with such bylaws. Association members may attend any meeting of the Academic Senate. No-Association-members who are not included in Article 3.3.1 may attend Academic Senate meetings by invitation from the Academic Senate Chair.
  - 3.3.2 The functions of the Academic Senate shall include: (a) advising and making recommendations to the PVPAA on matters of faculty-wide concern; (b) communicating items of concern to respective constituencies; and (c) informing the academic community of issues under consideration.

The Academic Senate may make recommendations to the Association on such matters of academic policy or of general faculty concern as the Academic Senate may choose. Consultation between the Board and Association on such matters shall follow the procedures described in Section 1.5.2



The Academic Senate shall make recommendations to the PVPAA on proposals for University funding for scholarship and professional development. The available University funds will be allotted annually by the PVPAA based on this review and ranking; provided, however, that the PVPAA may reject a particular proposal for serious and compelling reasons which the PVPAA shall communicate to the Association in writing.

- 3.3.2.1 The Academic Senate shall not be responsible for nor deliberate upon promotion, tenure, faculty sabbatical leaves, or working conditions, including salaries and other economic benefits.
- 3.3.2.2 The Association hereby chooses to delegate the following areas of its responsibility as set forth in this contract, which are acknowledged by the Association to be matters for which the Association would otherwise be responsible, to the Academic Senate:
  - a. Recommendations for curriculum or program changes, including the initiation of new majors or minors or other changes, except in situations provided for in Article VII. When proposed curriculum changes entail reduction or reallocation of existing academic positions, office space, labs or programs, the Educational Policy Committee (EPC) may also make recommendations, as specified in Section 3.4.4.
  - b. The faculty approval of the list of students who have fulfilled the requirements for degrees to be conferred. No student shall be awarded a degree bearing the explicit endorsement of the faculty unless such endorsement has the approval of the Association.
  - c. The review and ranking of faculty proposals for academic study and research, as set forth in Section 3.3.2.3.
- 3.3.2.3 Recommendations for curriculum or academic program changes shall be submitted to, acted upon, and forwarded to the PVPAA by the Academic Senate. Curriculum or academic program changes are those involving such matters as changes in course titles or numbering; changes of departmental prerequisites; introduction or deletion of courses in the major, minor, or elective category; evaluation of student performance; and academic program content defined so as to include the structure of an academic program as it relates to certification, degree requirements, subject matter, and/or any other recognized professional criteria as determined by the faculty qualified to teach the program. In addition, the Academic Senate is responsible for making recommendations concerning the consideration of new majors and minors. Finally, the Academic Senate is responsible for recommendations concerning academic uses of University computer resources, academic calendars, proposals for faculty grants and curriculum development grants as provided in Sections 6.7.7 and 6.7.10, faculty endorsement of the awarding of earned degrees, as well as other academic matters brought before it for consideration.
- 3.3.2.4 When recommendations of the Academic Senate have a potential impact on workload, they must be submitted to the Board and the Association for review. When recommendations of the Academic Senate would result in an addition or reduction in faculty, whether adjunct, contingent, term, or tenure -earning, the recommendations must be submitted to EPC as well. Any curriculum proposal that may have financial implications will be submitted to EPC by CUP or GPC at the same time it is submitted to the Academic Senate.
- 3.3.2.5 All recommendations of the Academic Senate shall be forwarded to the PVPAA who will normally implement such recommendations. Should the PVPAA find reason to take exception to an Academic Senate recommendation, the PVPAA will initially return the matter to the Academic Senate for further consideration with a written statement of the PVPAA's concerns. Should the Academic Senate renew the recommendation, the PVPAA may reject the recommendation for serious and compelling reasons, which the PVPAA shall communicate to the Academic Senate in writing.
- 3.3.2.6 Initial recommendations regarding matters described in Section 3.3.2.3 may be advanced by individual faculty, academic departments, administrators, and ASNMU.
- 3.4 Educational Policy Committee
  - 3.4.1 An Educational Policy Committee (EPC) shall be established, which will have twelve (12) members. Six (6) faculty members shall be appointed by the Association according to its guidelines and constitution with the following representation: two (2) from the College of Arts and Sciences; one (1) from the College of Business or Library and Instructional Support; one (1) from the College of Health Sciences and Professional Studies; and two (2) members at large. Members representing the administration will include the deans of the Colleges of Arts and Sciences, Business, Health Sciences and Professional Studies, Library and Instructional Support, and two (2) members at large. A chairperson shall be elected by and from the membership of the EPC. The chairperson shall be chosen from the representatives of the administration in odd-numbered years (i.e., 2021-2022) and from the Association in even-

numbered years (i.e., 2022-2023). One (1) of the EPC faculty members will be designated by the Association to attend meetings of the Deans and Department Heads.

- 3.4.2 The EPC shall advise and make written recommendations to the PVPAA on short- and long-term academic program planning for the University, including financial and staffing considerations attendant to the implementation of new academic programs, including on-line programs, transformation of existing programs or the suspension/cancellation of existing academic programs.

During each academic year, the EPC shall 1) review curriculum proposals with financial implications; 2) review dean's reports from each College, which should include data on program enrollment, staffing, and benchmarks for all new programs reviewed and recommended by EPC in the past 3 years; 3) recommend staffing requirements as specified in section 5.1.1.1; and 4) review Academic Program Review (APR) reports according to a timeline set by Academic Affairs.

The EPC shall have access to all required information reasonably needed to accomplish its tasks, including all financial and staffing data as provided in section 1.4. The EPC may also invite the appropriate personnel for consultation and additional information.

- 3.4.2.1 Any curriculum proposal that may have financial implications will be submitted to EPC by CUP or GPC at the same time it is submitted to the Academic Senate, as specified in Section 3.3.2.4. The EPC shall review such proposals and submit a written recommendation to the PVPAA. The chair of the EPC shall forward a copy of the written recommendation to the chair of the Academic Senate. The PVPAA shall consider the EPC's recommendation prior to rendering a decision on the curriculum proposals.

- 3.4.2.2 Each academic year, the EPC shall review Academic Program Review (APR) reports from selected academic departments according to a timeline set by Academic Affairs. The review shall follow a mutually-agreed-upon set of criteria. Upon completion of its review, the EPC shall submit written recommendations to the PVPAA.

- 3.4.3 The PVPAA will provide written feedback on the implementation or non-implementation of all EPC recommendations. The PVPAA shall report the rationale for recommendations regarding the curriculum to the chair of the Academic Senate.

- 3.4.4 Recommendations for curriculum or academic program changes, which entail or would result in reductions or reallocations of existing academic positions, office space, labs, or programs for reasons other than financial exigency, must be submitted to the EPC for review. The Academic Senate and the EPC shall not act on such recommendations until an academic plan has been submitted by the PVPAA to the Academic Senate for review and response nor shall the PVPAA act upon this academic plan until the Academic Senate has had reasonable opportunity to respond. After an initial determination of the potential reductions or reallocations of positions, the EPC shall submit the proposed curriculum or academic program changes to the Academic Senate for review. The Academic Senate will forward its recommendations relative to the academic merit of the proposed changes to the EPC. The EPC shall consider said recommendations calling a joint conference committee if desired. The EPC shall forward its recommendations to the PVPAA. The recommendations of the EPC shall be accorded great weight by the PVPAA and shall normally be followed. Should the PVPAA find reason to take exception to the EPC's recommendation, the PVPAA will initially return the matter to the EPC for further consideration with a statement of the PVPAA's concerns. Should the EPC renew the recommendations, the PVPAA may modify or reject the recommendations for serious and compelling reasons, which the PVPAA shall communicate to the EPC and Academic Senate in writing.

Recommendations shall be reviewed following a calendar prepared by the PVPAA. This calendar shall allow adequate review at each deliberative step specified therein. If the calendar the PVPAA has established is not complied with and no modification is agreed upon, the matter shall proceed to the next step without benefit of recommendation from the body failing to comply with the requirements of the calendar.

- 3.4.5 In the event that the PVPAA determines that a recommendation under Section 3.4.4 will result in the layoff of a faculty member, the PVPAA shall, before issuing a recommendation, notify the Association of the proposed layoff and shall consult with the Association to identify the faculty member affected. The faculty member shall be identified according to the criteria, but not the processes, set forth in Article VII. The Association shall have thirty (30) calendar days from the receipt of the notice of proposed layoff to assist in the identification of the faculty member to be laid off. A notice of layoff shall be issued by the Board to the affected faculty member at the same time the PVPAA communicates the recommendation to the EPC under Section 3.4.4.

- 3.4.6 Curriculum or academic program changes involving reduction or reallocation of existing academic faculty and/or programs in situations provided for in Article VII shall be governed by the procedures in Article VII.
- 3.4.7 Before laying off any faculty member when financial exigency has not been declared, the University shall consider the alternatives listed below:
- a. Shared load between departments and colleges
  - b. Annualized appointments
  - c. Reassignment to another department or college
  - d. Retraining
  - e. Supplementation of teaching with nonteaching duties
  - f. Transfer to a vacant nonteaching position in conformity with any applicable union contract or personnel policy
  - g. Reduced appointment
- 3.5 Faculty Review Committee (FRC)
- 3.5.1 There shall be a FRC composed of members chosen from the Association whose function shall be to act on recommendations for promotion, tenure, continuing contract status, merit awards, and sabbatical leave. In addition, FRC will act on appeals of CAC's sabbatical leave recommendations (8.1.5.1), appeals of deans' tenure, promotion, and continuing contract status recommendations (5.5.10.5.1 and 5.5.10.6), appeals related to disciplinary action (10.4), and appeals concerning bylaws forwarded to it pursuant to Section 3.1.1.4.4. In carrying out its duties, the FRC may choose to meet with the PVPAA and/or the Contract Officer of the Association.
- 3.5.2 The FRC will be composed of not more than seven (7) members at the rank of Associate Professor or above as designated by the Association. At least two (2) members must hold the rank of Professor and not more than one (1) member may be non-tenured.
- 3.6 University-Wide Affairs
- 3.6.1 Faculty participation in discussions on matters of university-wide concern shall be achieved through membership on university-wide advisory bodies which may be established by the board. Faculty recommended to participate in the work of such university-wide advisory bodies shall be selected in such manner as the Association shall determine.
- 3.6.2 The Honorary Degree and Commencement Speaker Committee will include at least three (3) faculty chosen at large from the Association. The purpose of the committee is to make recommendations to the president for upcoming honorary degree and commencement speakers.

## ARTICLE IV

### GRIEVANCE PROCEDURE

- 4.1 A grievance is a complaint by the Association, on behalf of one (1) or more faculty members or in its own behalf, concerning an alleged violation of this Agreement. All grievances shall be adjusted through the grievance procedure provided in this Article.
- 4.2 In computing any time limit herein specified, Saturdays, Sundays, holidays, summer sessions, recesses between semesters and set seasonal bonus days will be excluded. Summer sessions and recesses in which the faculty member(s) has assigned duties, or when the grievance is on behalf of the Association, will not be excluded. Unless extended by mutual written agreement, the time limits specified herein shall be the maximum time allowed. Failure to comply with time limits on the part of the Board's administrative agent shall permit the grievance to proceed to the next step.
- 4.3 A faculty member (or group of faculty members) who claims that the contract provisions have allegedly been violated shall initially seek to resolve the problem by informal means and/or through administrative channels, with, however, the right to prompt reply to the faculty member's inquiries.
- 4.4 Failing resolution of a problem by informal means, the Association shall initiate the grievance procedure by filing a written grievance in the Office of the PVPAA. The grievance shall be signed by the appropriate Association representative and the faculty member(s) involved shall concisely state the facts upon which the grievance is based and the contract provisions which have allegedly been violated and shall specify the relief or remedy sought. The grievance shall be filed within fifteen (15) days after the Association or the faculty member(s) on whose behalf the grievance is filed became aware, or reasonably should have become aware, of the action complained. If the grievance is not served within that time, the grievance is barred. In no event shall monetary adjustments of a grievance cover a period prior to ninety (90) days before the filing of the written grievance.

The requirement that grievances be filed within fifteen (15) days is modified to permit the suspension in the counting of days for that period of time beginning when the Association notifies the PVPAA that informal efforts are being pursued on a specifically described potential grievance in an effort to resolve it, and ending when either the Association notifies the PVPAA that informal efforts have ended, or the PVPAA notifies the Association that the counting of days will begin again at the point where they were suspended.

#### 4.5 Procedure and Time Limits

##### 4.5.1 Step One

- 4.5.1.1 Following receipt of the written grievance, the Board-designated administrative agent shall arrange a meeting to discuss the grievance with the grievant(s) and with the AAUP Contract Officer or person designated by the AAUP Executive Committee. This discussion shall be completed within fifteen (15) days after the grievance is filed. If the grievance is adjusted to the satisfaction of the Board and Association, the adjustment will be reduced to writing and signed by the AAUP Contract Officer or person designated by the AAUP Executive Committee and the PVPAA or designee. If there is no mutually agreeable adjustment, the PVPAA or designee shall provide the AAUP Contract Officer or person designated by the AAUP Executive Committee with a written answer stating the reasons for denial of the grievance within fifteen (15) days of the Step One meeting.

##### 4.5.2 Step Two: Review Board

- 4.5.2.1 If the grievance is not adjusted in Step One, the Association may, within fifteen (15) days of the Step One written answer, submit the grievance through the PVPAA or designee to a Review Board. Unless otherwise agreed by the parties, membership on the Review Board shall be limited to three (3) administrative staff members designated by the PVPAA and three (3) Association members designated by the Association. The Review Board shall promptly arrange a meeting to discuss the grievance and the written answer and appeals.

This discussion shall be completed within fifteen (15) days after the filing of a request to have the grievance considered in Step Two. If the grievance is satisfactorily adjusted, the adjustment will be reduced to writing and signed by the appropriate representatives of the Board and the Association. If there is no mutually agreeable adjustment, the PVPAA or designee shall provide the Association with a written answer stating the reasons for denial of the grievance within 15 days of the Step Two meeting.

4.5.3 Step Three: Binding Arbitration

4.5.3.1 If the grievance is not satisfactorily adjusted in Step Two, the Association may submit the grievance to binding arbitration. Within fifteen (15) days of the Association's receipt of the written response of the Board at Step Two, the Association shall serve upon the designated administrative agent its written notice of intent to arbitrate. If within fifteen (15) days following the written notice of intent to arbitrate the parties are unable mutually to agree upon a selection of an arbitrator, the Association may thereafter request a List for Selection of Arbitrator from the Federal Mediation and Conciliation Service or the American Arbitration Association and an arbitrator shall be selected in accordance with rules and procedures of each respective organization. The arbitration will be conducted under the then current Labor Arbitration Rules of the American Arbitration Association or the Federal Mediation and Conciliation Service. The Board and the Association may agree to expedited, streamlined, or any other arbitration procedures on a case-by-case basis.

The Arbitrator's decision shall be final and binding upon the Board, the Association, and any faculty member(s) involved and may be enforced in any court of competent jurisdiction. The arbitrator's decision shall be based solely upon the express and specific provisions of this Agreement, without addition, subtraction, or modification. The Board and the Association will bear the Board's and Association's own expenses individually including transcripts, if ordered, and will share equally the fees and expenses of the arbitrator and the American Arbitration Association.

4.6 Any adjustment of a grievance agreed upon by the Board and the Association at any stage of the grievance procedure shall conclusively dispose of the grievance and shall be binding upon the Board, the Association, and any faculty member or members involved.

4.7 Failure to appeal a grievance from one step to the next within any of the time limits specified above shall bar the grievance.

**ARTICLE V**  
**FACULTY PERSONNEL POLICIES**

5.1 Academic Appointments

5.1.1 Initial Faculty Appointments

There shall be four (4) types of initial faculty appointments:

- a. Tenure-earning appointments are subject to the University tenure policy in Section 5.5. Faculty with these appointments have a probationary status.
- b. Term appointments shall normally be made for two (2) or three (3) years subject to satisfactory evaluation. Term appointments for less than two (2) years may be made for such reasons as late resignation, illness of regular faculty, enrollment requirements, program demands, or replacements for leaves of absence and sabbatical leaves. If appointed as the result of a national search, persons employed on Term appointments shall be given first consideration for newly authorized Term appointments, provided they meet the qualifications specified for the position and have had satisfactory annual evaluations. For newly authorized Term appointments for less than two (2) years, contingent faculty will be given serious consideration after current Term faculty, provided they meet the qualifications specified for the position and have had satisfactory annual evaluations. Persons on two (2) year Term or on three (3) year Term appointments who already hold the appropriate terminal degree shall be given serious consideration for new tenure-earning positions, provided they meet the qualifications specified for the position and have had satisfactory annual evaluations.
- c. Tenured appointments.
- d. Contingent appointments.

- 5.1.1.1. The administration will provide the AAUP with FTETF data for each academic semester; data shall be supplied in the form of a report compiling the Teaching Load Analysis documents created by each Department Head. Total institutional FTETF shall be defined annually according to these reports, and will include the sum of all teaching load credits assigned by Department Heads within the university, with the exception of those assigned within the Technology and Occupational Sciences Department. Tenure/tenure-earning and Continuing Contract Status faculty FTETF shall include the sum of all teaching load credits assigned by Department Heads to tenured or tenure-earning faculty or Continuing Contract Status faculty, with the exception of those assigned within the Technology and Occupational Sciences Department. The ratio of tenure/tenure-earning and Continuing Contract Status faculty FTETF to the total FTETF will not decrease by more than 5% in any year nor shall the percentage of total FTETF taught by tenured, tenure-earning and Continuing Contract Status faculty drop below 60%. If either of the above limits have been exceeded, EPC will make recommendations as required by 3.4.2 to rectify the imbalance.

5.1.2 Continuing Contract Appointments

- 5.1.2.1 Faculty members who have completed five (5) years of full-time service in term contracts for the same department at the University and are reappointed in that department full-time shall be eligible for Continuing Contract Status (CCS) appointment. Department bylaws shall provide the evaluative criteria for appointment of Continuing Contract Status. Term and Continuing Contract Status faculty must submit evaluations documenting their accomplishments only in the areas of assigned responsibilities (usually teaching) and departmental service. Term and Continuing Contract Status faculty may document their accomplishments in other areas, but are not required to do so. Faculty currently funded by external grants or contracts shall not be eligible to apply for Continuing Contract Status; however, full-time service while funded by external grants or contracts shall count toward the five (5) year requirement.

5.1.2.2 Continuing Contract Status appointment review process

Faculty members who apply for a Continuing Contract Status appointment shall be reviewed using the same process and calendar as for a tenure review described in article 5.5.9. A faculty member shall be given written notice of the appointment decision not later than May 15 of the academic year in which they apply.

- 5.1.2.3 Continuing Contract Status faculty may be dismissed only for just cause.

- 5.1.2.3.1 Continuing Contract Status faculty may be laid off only if the duties assigned to the faculty member are eliminated from the university.
- 5.1.2.3.2 Continuing Contract Status faculty who will be laid off at the end of the winter semester must be notified not later than the previous December 1 of the University's intent to lay the faculty members off. Incumbents in positions to be eliminated at the end of the fall semester must be notified not later than the previous April 15. Continuing Contract Status faculty with ten (10) or more years of service at the University must be notified no later than nine (9) months before layoff. The layoff of Continuing Contract Status faculty shall be governed solely by the provisions of Section 5.1.2.
- 5.1.2.3.3 Continuing Contract Status faculty who are laid off shall have the right to be recalled for a period of two (2) calendar years from the date of the faculty members' layoff if the faculty members' previously assigned duties are reestablished within the university.
- 5.1.2.4 Faculty on Continuing Contract Status, shall be given serious consideration for new tenure-earning positions, provided they meet the qualifications specified for the position and have had satisfactory annual evaluations. When such individuals are appointed to a tenure-earning position, they may receive credit for prior service consistent with Section 5.5.3.1, and years of experience applicable for appointment consistent with Section 5.2.
- 5.1.2.5 Continuing Contract Status faculty may apply for promotion if the faculty members meet eligibility requirements in their departmental bylaws and the Agreement.
- 5.1.2.6 Continuing Contract Status faculty may apply for professional development leave if the faculty members meet eligibility requirements.
- 5.1.3 Continuing Contingent Appointment: When a contingent faculty member has been employed for five (5) years at NMU they shall be granted a renewable three-year Continuing Contingent Status appointment. This status would remain in effect as long as the faculty member has taught eight (8) credits in the previous three (3) semesters. Earning this status does not guarantee the faculty member a teaching assignment or future employment with the university. Such teaching assignments will be determined using applicable sections in this Agreement governing Contingent Faculty Appointments. This appointment does not preclude the university from canceling the appointment for legitimate university business reasons or dismissal of the faculty member. This status permits the faculty member to maintain university privileges between assignments. These include: NMU-issued computer, NMU email, AAUP listserv, access to the building and department facilities in accordance with department policy, library privileges, travel fund requests and participation in conferences, participation in University committees and workshops, participation in department activities as determined in department bylaws, and self-pay access to the Health Center. Continuing Contingent faculty will receive relevant department communications but any omissions are non-grievable.
- 5.1.4 Reduced Appointment
  - 5.1.4.1 Any faculty member who has been awarded tenure or Continuing Contract Status may request a reduced appointment.

A reduced appointment is an appointment requiring action of the Board, in which, by mutual agreement between the faculty member and the Board, a faculty member may be assigned a fraction of the faculty member's normal workload and receive a proportional fraction of the faculty member's salary. The faculty member on a reduced appointment retains tenure or Continuing Contract Status and is entitled to the rights, privileges, and protections accorded any other faculty member. The faculty member on a reduced appointment shall meet a proportional share of the Tenured faculty member's departmental responsibilities which shall be specified at the time the reduced appointment is approved.

Reduced appointments are granted for a specified period, and they may be renewed only by mutual agreement between the faculty member and the Board; otherwise the faculty member must return to full-time status. A faculty member on a reduced appointment must inform the faculty member's department head by March 1 of the last year of the specified period of the faculty member's commitment to return to full-time status or to request a continuation of the reduced appointment.

During the period a faculty member is on a reduced appointment and to the extent allowable according to the University's agreement with the carrier and law, a faculty member is entitled to University-paid retirement, life insurance, short-term disability, and long-term disability based on the faculty member's reduced appointment salary. If the faculty member elects to participate in the University's medical, dental, or optical coverages, the University will pay a percentage of the contribution/premium in proportion to the faculty member's reduced appointment. The remainder of the contribution/premium is the responsibility of the faculty member.

#### 5.1.5 Limited Appointment Status

Any Tenured or Continuing Contract Status faculty member with a minimum of ten (10) years of full-time service at the University may, by mutual agreement between the faculty member and the Board, be assigned not less than one-quarter (1/4) of the faculty member's normal workload and be provided a corresponding proportion of the faculty member's salary. The faculty member shall be required to establish a termination date when applying for limited appointment status. In exceptional circumstances not adequately addressed by reduced appointment status or Family Care Leave, a faculty member may be granted a limited appointment status with a defined date for return to full-time, regular status if approved by the PVPAA. The mutual agreement of the Board and the faculty member on limited appointment status is required to return to a full-time status or to a different fractional appointment.

During the period a faculty member is on limited appointment status and to the extent allowable according to the University's agreement with the carrier and law, the University will provide the same contribution/premium as it does for full-time faculty for medical, dental, and optical coverage. Life insurance, short-term disability, and long-term disability coverage shall be provided based on the faculty member's limited appointment salary. Faculty members will receive as salary 15.64 percent of the amount that is the difference between the faculty members' full-time base salary and the faculty members' limited appointment salary.

Faculty members who, under exceptional circumstances as specified above, are granted a limited appointment status with a defined date for return to full-time, regular status, shall be provided life insurance, short-term disability, and long-term disability based on the faculty member's salary in effect immediately prior to the start of the limited appointment status.

A faculty member on limited appointment status shall be eligible to apply for curriculum and research grants and professional development monies. Such a faculty member is also eligible for overload and summer assignments. Such a faculty member shall only earn prorated credit for sabbatical eligibility.

#### 5.1.6 Joint Appointment

5.1.6.1 Faculty may have appointments in two or more departments. One of the departments will be designated the primary department. The primary department will be responsible for conducting the faculty member's annual evaluation and recommending the faculty member for promotion, tenure, or termination. The other department(s) shall provide written contribution(s) to the faculty member's annual evaluation and to recommendations for tenure, promotion, or termination.

5.1.6.2 The faculty member in a Joint appointment shall not be required to meet a higher standard than other faculty to achieve promotion and tenure. Faculty with joint appointments will have combined advising and committee assignments that are no greater than faculty with appointments in a single department. When evaluating a faculty member for tenure, promotion, or termination, evaluators shall take into account any unusual workload arising from the faculty member's joint appointment.

#### 5.2 Academic Titles and Minimum Criteria for Appointment

**Special Instructor:** an appointment reserved for individuals who do not meet minimum criteria for other ranks but who have special attainments, skills, or experience and for those rare positions in which it is difficult or impossible to find individuals with master's or doctoral degrees. The University shall consult with the Association before offering any position as a Special Instructor and it is the intention of the parties not to proliferate appointments under this academic title. Special Instructors shall not be eligible for tenure or promotion.

**Instructor:** An earned Master's degree from an accredited institution (hereafter "accredited institution" shall be understood as an institution which is accredited by one [1] of the six [6] regional accrediting agencies and the recognized accrediting agency for the discipline, where appropriate) or a foreign educational institution whose degree is recommended for acceptance by the dean of the college upon concurrence of the department head and the faculty of the department in which the appointment will occur or active candidacy for a terminal degree at an



accredited institution. In most disciplines the earned doctorate constitutes the terminal degree; however, in those disciplines in which the doctorate is not normally required, appropriate criteria, including specification of degree requirements, shall be stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the PVPAA. These may include special attainments, skills, or experience particularly valuable to the academic unit. Probationary appointments to this rank shall not exceed a maximum of seven (7) years.

**Assistant Professor:** An earned doctorate from an accredited institution or other terminal qualifications appropriate to the position as stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the PVPAA. Exceptions may be made because of unusual scholarly and/or professional achievements.

**Associate Professor:** An earned doctorate from an accredited institution or other terminal qualifications appropriate to the position as stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the PVPAA; normally six (6) years of full-time higher education experience at the rank of Instructor or above; evidence of teaching excellence and significant scholarly or creative professional achievement. Exceptions may be made because of unusual scholarly and/or professional achievements.

**Professor:** An earned doctorate from an accredited institution or other terminal qualifications for the position as stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the PVPAA; normally, twelve (12) years of full-time higher education experience at the rank of Instructor or above; evidence of teaching excellence and distinguished scholarly or creative professional achievement. Exceptions may be made because of unusual scholarly and/or professional achievements.

**Professor Emeritus:** The title of "Professor Emeritus" is an honorary title conferred by action of the Board upon the nomination by the nominee's departmental faculty, department head, dean, or the board. It shall only be awarded to tenured or continuing contract faculty with the rank of Professor in recognition of an outstanding academic career and noteworthy contributions to the University to those who have retired after having been granted tenure at the University. All AAUP faculty nominations will be submitted via memorandum, to the Office of the Provost and Vice President for Academic Affairs. The Office of the Provost and Vice President for Academic Affairs will ensure the faculty member meets all criteria. If the Provost concurs, a formal recommendation request for Emeritus status will be sent to the President for approval. If the Vice President (or the President) does not concur with the nomination request, the Vice President (or the President) will forward a written response to the individual that initiated the nomination request. The response will state that the request was received and evaluated but, was not favorably considered for submission to the Board of Trustees. According to the needs of the University, a Professor Emeritus may be called upon to serve one (1) or more one- (1) year appointments. Each such one (1) year appointment shall not be subject to the usual notification requirements for reappointment. The provisions of this section shall not be construed to guarantee employment to any emeritus faculty member in any academic year beyond the fiscal year in which the emeritus faculty member retires.

**Visiting Appointments:** A temporary appointment of an individual holding academic rank at another institution of higher learning, which shall not exceed two (2) consecutive years.

**Contingent Special Instructor:** An appointment reserved for individuals who do not meet minimum criteria for other ranks but who have special attainments, skills, or experience and for those rare positions in which it is difficult or impossible to find individuals with master's or doctoral degrees.

**Contingent Instructor:** An earned master's degree from an accredited institution.

**Contingent Senior Instructor:** An earned master's degree from an accredited institution; eight (8) years of full- or part-time experience at the rank of Instructor or above at NMU; and evidence of excellence in teaching or other assigned responsibilities.

**Contingent Assistant Professor:** An earned doctorate from an accredited institution or other terminal qualifications appropriate to the position subject to the review and approval of the appropriate dean and the PVPAA.

**Contingent Associate Professor:** An earned doctorate from an accredited institution or other terminal qualifications appropriate to the position subject to the review and approval of the appropriate dean and the PVPAA; normally six (6) years of full- or part-time higher education experience at the rank of Instructor or above and evidence of teaching excellence.

**Contingent Professor:** An earned doctorate from an accredited institution or other terminal qualifications for the position subject to the review and approval of the appropriate dean and the PVPAA; normally, twelve (12) years of full- or part-time higher education experience at the rank of Instructor or above and evidence of teaching excellence.

- 5.2.1 Contingent faculty may submit a letter requesting a higher rank as part of their annual evaluation (due February 1). Supporting evidence will include: 1) current CV, 2) annual evaluations, 3) student ratings, and 4) peer reviews. Rank change will be awarded based on completion of the required years of teaching, as stated in 5.2, positive annual evaluations, and specific standards described in the Department bylaws. Review will be conducted by the department evaluation committee, which will make a recommendation to the dean by April 1. The department head shall conduct an independent review and shall submit their recommendation to the dean by April 30. The dean will review the recommendations of the department evaluation committee and the department head and make a decision regarding the awarding of a higher rank by May 15.

For contingent faculty who teach in more than one department, the request will be made to the department in which the majority of credits has been taught during the evaluation period.

### 5.3 Faculty Appointment Procedure

- 5.3.1 Department faculty and department head shall recommend long-term and short-term staffing priorities to their dean. When authorization for a full-time departmental position is given, the dean of the college shall provide the department head with specific staffing guidelines, including the classification of instructional programs (CIP) code for the appointment and including budgetary considerations. All full-time, appointments with academic rank, except for one-semester and one-year term, academic administrators and Board initiated faculty appointments, shall originate within a department in accordance with the bylaws. All candidates proposed or recommended by the Board shall be given full consideration within the staffing guidelines and in accordance with Sections 5.3.2 through 5.3.4. The Board retains final appointment authority in all such Board-initiated appointments.
- 5.3.2 In conducting its search for a person to fill a position, the department faculty, through the department head, must provide clear documentation that it has made a good faith effort to comply with existing federal and state laws regarding discrimination in employment and institutional procedures.
- 5.3.3 When interviews of candidates for the position have been completed, the department faculty, through the department head, shall forward to the dean a written recommendation listing the department's candidate(s) in order of preference and the reasons for the preference. This recommendation shall also include for each candidate a recommended salary range, initial appointment rank, and any special considerations. In the event that the dean rejects the department's recommendation(s), the dean shall meet with the department to discuss the rationale for the decision and then request further recommendation(s). If the dean is unable to agree to the department's recommendations, the search shall be declared failed.
- 5.3.4 When agreement to make an appointment as provided in 5.3.3 is reached and all conditions of the appointment have been agreed to by the department head, dean, and PVPAA, an Employment Agreement will be sent by the PVPAA to the chosen candidate clearly specifying the type of appointment, CIP code, salary, eligibility for prior service credit, degree, and/or tenure conditions. The PVPAA shall also send a Letter of Appointment detailing the terms of the Employment Agreement, including expectations and responsibilities of the position. The terms of appointment shall normally follow the departmental recommendations specified in Section 5.3.3. Any deviation from these recommendations shall be communicated to the department.
- 5.3.4.1 Faculty may be appointed to a department other than is indicated in the Employment Agreement and Letter of Appointment for reasons specified in sections 1.1.7 (elimination or combination of departments), 3.4.4 (curriculum or academic program changes), or Article VII (financial exigency). Appointment to a different department for reasons other than those specified in sections 1.1.7, 3.4.4, or Article VII shall occur only upon mutual agreement of the faculty member and the PVPAA. In the circumstances described above, a new Employment Agreement and Letter of Appointment indicating this change will be issued to the faculty member.
- 5.3.5 Contingent, adjunct, one-semester term and one-year term faculty appointments, including the award of ranks described in articles 5.2, are made at the discretion of the Board provided however that such appointments shall be made subsequent to a recommendation of the majority of all full-time faculty in the department of appointment.

Available teaching assignments will be offered to qualified contingent faculty in order of seniority and according to the procedure described in 5.3.6. Qualifications will be determined by the department head, any applicable Bylaw provision, or an approved qualification list described in 6.2.1.1 if one exists. Failure to offer an available teaching assignment to a qualified contingent faculty will be grievable, however not offering an available course to an unqualified contingent faculty will be non-grievable. Seniority is based in order of priority on 1) number of semesters taught, 2) rank, 3) terminal degree, and 4) number of years since earning the highest degree.

Contingent faculty accrue seniority independently in each department in which they teach.

When reasonable but unsuccessful attempts have been made to obtain a faculty recommendation and time is of the essence, the department head and dean shall have the authority to recommend the appointment of a contingent, adjunct, one-semester or one-year term faculty member as otherwise provided above. When such an appointment is deemed necessary by the department head and dean, the department head shall promptly report the appointment to the chair of the faculty.

All courses within each department that have not been assigned to tenured, tenure-earning, CCS, or active term faculty as specified in 6.2.1.1, 5.3.6.1 and 5.3.6.2 shall be offered to qualified faculty on expiring term appointments or contingent appointments in order of seniority. A list of such courses will be produced and distributed to the department faculty. It is understood that all graduate teaching assistants are guaranteed a course assignment; however, the list of courses that have not yet been assigned to the aforementioned list will be sent to eligible contingent faculty and graduate students before any such assignments are made so that their preferred schedules can be considered. Credits not assigned to bargaining unit members within the department, or to graduate students, in the preceding manner shall be advertised to the bargaining unit via the AAUP email list. Qualified faculty from other departments who apply to teach such courses will be given the opportunity to do so in order of seniority following priority specified in 5.3.6.3.

When courses that were not on earlier lists of unstaffed courses become available, they will be offered to members of the bargaining unit in the manner described above.

### 5.3.6 Additional Teaching Assignments

#### 5.3.6.1 Additional Academic Year Assignments

All available academic year teaching assignments beyond the normal teaching load shall be offered to qualified members of the bargaining unit before being offered to nonbargaining unit members with the following exceptions:

- a. when accreditation standards dictate limitations on overloads,
- b. when the bargaining unit member would have more than four (4) credits of overload assignments in either the Fall or Winter semesters or,
- c. when a short-term replacement of a faculty member is necessitated by illness or family emergency and a department member is not available to cover it.

The Board reserves the right to assign these courses to qualified nonbargaining unit members. When assignments are made to nonbargaining unit members, these assignments shall be made only after joint review of qualifications by the department faculty and the department head. The department head and dean have final authority to determine such assignments within the constraints specified above.

5.3.6.1.1 No such additional teaching assignment may be made unless mutually agreed to by the dean, department head, and the faculty member (with the single exception of additional teaching assignments arising from such leave under Section 8.6, in which case such assignment shall be made by the dean for not more than one [1] semester).

5.3.6.1.2 Priority for additional academic year assignments shall be given in the following order to qualified

- a) Term, Continuing Contract Status
- b) Tenure-earning/tenured faculty
- c) Contingent faculty for whom any of the following apply:
  1. is a contingent faculty member during the academic sessions defined as the fall session, winter session, or either of the two summer sessions immediately preceding the session in which the course(s) is offered;
  2. has not had an assignment as a contingent faculty member for up to six (6) previous sessions, as defined in c1 above, because there were none available;
  3. has not had an assignment as a contingent faculty member for up to three (3) previous sessions, as defined in c1 above, because they declined an offered course
- d) Adjunct

5.3.6.2 Summer College teaching assignments shall be based upon programmatic needs as determined by the department head and dean. Summer College assignments shall not be made except by mutual agreement between the Board and the faculty member. Such assignments shall be offered to qualified members of the bargaining unit prior to nonmembers of the bargaining unit with priority in the order shown in the table in 5.3.6.3.

5.3.6.2.1 Faculty shall not have, in any one (1) year, Summer College appointments which exceed a total of an eight (8) credit hour teaching load or its equivalent, unless approved by the department head and dean.

5.3.6.3 Summary Table

Semester	Priorities
Fall or Winter	1. Term or Continuing Contract Status 2. Tenure-Earning/Tenured 3. Contingent 4. Adjunct
Summer	1. Tenure-Earning/Tenured 2. Term or Continuing Contract Status 3. Contingent 4. Adjunct

5.4 Faculty Evaluation

5.4.1 Formal, written annual evaluations shall be completed for each faculty member at the direction of the department head in accordance with departmental bylaws and this Agreement, with the exception of Tenured Professors and Continuing Contract Status faculty at the rank of Professor, who will be evaluated every five (5) years. Additionally, tenured and continuing Associate Professors have the option to submit two- (2) year evaluations instead of annual evaluations.

a. For Tenured Professors and Continuing Contract Status faculty at the rank of Professor, one or more annual evaluations prior to the scheduled five (5) year review may be required upon mutual request of the departmental evaluation committee and the department head. Such a request shall be non-grievable.

Tenured or Continuing Contract Status faculty at the rank of Professor for whom additional evaluations are requested must show demonstrable success in achieving accomplishments appropriate for their current rank as required by this Agreement and their department bylaws. The department evaluation committee, the department head, and dean shall determine whether the faculty member met the criteria. Once these entities have mutually agreed that the faculty member achieves the criteria, the faculty member will resume the five (5) year evaluation cycle.

b. Faculty who are on sabbatical during the winter semester when their evaluations are due will not be required to complete an evaluation at that time. They will complete their evaluations the following year and it will cover the time period since the previous evaluation, including the sabbatical period. However, a faculty member who plans to apply for promotion or tenure in the following fall semester, will be required to complete the evaluation to provide a complete evaluation record.

5.4.2 Evaluation for other than promotion, tenure review, or continuing contract review shall be conducted in accordance with the following schedule:

**February 1:** The faculty member submits the evaluation to the departmental evaluation committee.

**April 1:** The departmental evaluation committee submits the evaluation to the department head.

**April 30:** The department head submits the departmental evaluations together with a statement of concurrence or nonconcurrence to the faculty member for review and comment.

**May 15:** The faculty member submits the signed evaluation to the department head with comments as appropriate.

**May 20:** The department head submits the faculty evaluations to the dean.

**June 30:** The dean signs the faculty evaluations and submits comments, if any, to the faculty member.

**September 15:** The faculty member may respond to any comments made by the dean.

Should the faculty member, evaluation committee, department head, or dean fail to adhere to the preceding schedule, the process shall proceed to the next step unless an extension is granted by the administrator or committee at the next step. Failure to receive the appropriate evaluation materials will be noted in writing in the next evaluator's statement and become part of the cumulative record for promotions and tenure.

5.4.3 "Evaluation period" is a phrase used to describe a period of time during which a faculty member performs assigned duties "scholarship and/or professional development" and service as appropriate to their position. The normal evaluation period for faculty members is the calendar year. Evaluators must base the evaluation on the faculty member's performance during that evaluation period as defined in 5.4.3.1 through 5.4.3.5.

5.4.3.1 For faculty members applying for tenure, the evaluation period covers multiple years, starting when the tenure-earning appointment commences at the University unless prior service credit has been granted at the time of hire or claimed as provided in Section 5.5.3.1. For faculty with prior service credit toward the probationary period, the evaluation period must include the period of prior service.

If prior service credit for service at the rank of instructor or above at an institution of higher education has been granted, then the applicant must include in the application for tenure an evaluation of this service from the prior institution as indicated in the Letter of Appointment.

5.4.3.2 For faculty members applying for promotion, the evaluation period covers multiple years, starting when employment commences at the University, or on the first day of fall semester classes in the calendar year when the last successful promotion application was initiated at the University, whichever date is later. Faculty members have the option to include employment at a prior institution as part of their evaluation period and in support of having fulfilled the eligibility requirements in article 5.5.5.2.

If full-time service at the rank of instructor or above at an institution of higher education is claimed as partially fulfilling the eligibility requirements in article 5.5.5.2 then the applicant must include in the application for promotion an evaluation of this service from the prior institution. However, once such documentation is presented for a successful promotion, it need not be included in subsequent promotions.

5.4.3.3 The evaluation period for tenure and promotion ends the day before the first day of fall semester classes during the calendar year in which the application is initiated, and performance or accomplishments after that date cannot be considered by the evaluators.

Example (referencing a work in progress): An applicant for promotion or tenure has written a book-length manuscript during the evaluation period and submitted it to a publisher for review and hopefully for publication. The applicant's editor replies that the company would like to publish the book in the future. The applicant should list this achievement as an unpublished manuscript, not as a book, since it is not yet published as a book. Editor evaluations received during the evaluation period may also be attached.

The evaluation schedule for promotion applications is set forth in Section 5.5.9.

5.4.3.4 For faculty members applying for Continuing Contract Status, the evaluation period covers multiple years, starting with the first term position in their current department. The evaluation period for Continuing Contract Status ends the day before the first day of the fall semester classes during the calendar year in which the application is initiated.

5.4.3.5 Following the application for tenure and/or promotion or Continuing Contract Status the first normal evaluation period shall be for a period from the first day of the fall semester in which application was made through the end of the next calendar year (approximately sixteen (16) months) for most faculty, or through fall semester in which application was made and the next five calendar years for faculty at the rank of Professor with tenure or Continuing Contract Status.

5.4.4 Evaluation of a faculty member shall be based on and consistent with: the expectations, goals, and any special assignments or criteria stated in the initial Letter of Appointment; the departmental bylaws; previous evaluations; and the judgmental criteria specified in Section 5.5.6. The annual evaluations will be part of an ongoing record of

the faculty member's progress toward promotion and/or tenure or Continuing Contract Status. The evaluation shall focus on the faculty member's effectiveness in meeting assigned responsibilities (including teaching where applicable), "scholarship and/or professional development", and service endeavors as outlined in the Agreement and in the department's bylaws. No personnel decisions will be made based solely on student ratings.

5.4.4.1 Term and Continuing Contract Status faculty must submit evaluations documenting their accomplishments only in the areas of assigned responsibilities (usually teaching) and departmental service. Term and Continuing Contract Status faculty may document their accomplishments in other areas, but are not required to do so as noted in section 5.1.2.1

5.4.4.2 Contingent faculty must submit evaluations documenting their accomplishments only in the area of assigned responsibilities (usually teaching). This will include

1. Narrative/self-evaluation
2. Colleague evaluation
3. Student ratings

Contingent faculty may also document service, scholarship, professional development and other relevant information, but are not required to do so. All materials for each course shall be reviewed once per year using the schedule of 5.4.2. More frequent evaluations may be required if requested by the department head or departmental faculty evaluation committee.

5.4.5 Evaluation of Teaching

5.4.5.1 For teaching faculty, the evaluation shall include an appraisal of student learning including achievement of learning for at least one course in each semester (including achievement of learning objectives), colleague assessment and, for each course taught, student ratings. Evaluations of teaching effectiveness shall not rely solely upon student ratings.

5.4.5.2 The collection of student ratings shall be prescribed so that the anonymity, security, completeness, and integrity of the student responses are preserved. If the process of collection is not specified in the bylaws, it shall be under the direction of the department head in consultation with the appropriate departmental faculty committee.

The final student ratings shall be collected not earlier than the final week of the class nor later than the end of the final exam week. With the exception of distance education courses as defined in 6.9, student ratings shall normally be conducted during a regularly scheduled class period. Such ratings may be collected manually or electronically.

The department head shall direct the creation of summary analyses of the student ratings as deemed necessary for consideration by the department evaluation committee. The summary analysis shall be included as part of the evaluation materials.

Faculty access to student rating materials will be prevented until after grades for the course have been submitted and the time period for posting grades has concluded.

5.4.5.3 For the purpose of maintaining the quality of the honors program, faculty who teach in the honors program will be evaluated similar to faculty who have a joint appointment (5.1.6.1). Honors program faculty members not applying for tenure or promotion will receive an annual teaching evaluation from the honors board and honors program director not later than January 24. For this purpose, course evaluations from students in the honors course taught by the faculty member will be provided to the honors board and the honors program director. The evaluations from the honors board and the honors program director will be given to the home department of the faculty member on or before February 1 for an annual evaluation, or September 15 if applying for tenure or promotion. It is the responsibility of the faculty member applying for promotion or tenure to inform the honors program director of their intentions at the beginning of the fall semester. The home department will use this evaluation when writing part III and IV of the faculty evaluation report. The faculty member teaching in the honors program may write a rebuttal to the evaluation letter within 10 days of receipt if they disagree with the evaluation received; that rebuttal will also be provided to the home department.

5.4.6 Each evaluation prepared by a faculty member not applying for promotion and/or tenure or Continuing Contract Status shall include Parts I, II, III, IV, and V. For a faculty member applying for promotion and/or tenure, Parts VI, VII, VIII, and IX will be added by evaluative bodies during the evaluation process. Each part of the evaluation is described in subsequent sections of this Agreement.

Evaluation materials should be placed in numeric order, followed by the appendix and a copy of the departmental bylaws. The use of index tabs for each part is recommended.

#### 5.4.6.1 Faculty Evaluation Report – Part I

A set of official documents providing complete and valid information, including:

- a. For a faculty member preparing an annual evaluation:
  - NMU Faculty Evaluation Processing Form (see Appendix A of the Agreement)
  - Faculty Information Report – Basic Data Form (from Academic Affairs)
  - Letter of Appointment from the University
- b. For a faculty member applying for promotion and/or tenure:
  - NMU Faculty Evaluation: Promotion and/or Tenure Processing Form (see appendix A of the Agreement)
  - Faculty Information Report – Basic Data Form (from Academic Affairs)
  - Letter of Appointment from the University
  - where appropriate, a position description listing duties and responsibilities
  - where appropriate, documentation outlining any changes in duties and responsibilities
  - department bylaws
  - if any of the above are not available, or otherwise deserve some commentary, the faculty member should include a page with appropriate explanation
  - table of contents covering the narrative in Part II, the Appendix to Part II (see Section 5.4.6.2.5), and the Backup Materials to Part II (see Section 5.4.6.2.6).

#### 5.4.6.2 Faculty Evaluation Report – Part II

A required statement, limited to eight (8) pages for evaluations and twenty-five (25) pages for tenure and promotion applications, by the faculty member, including the following:

##### 5.4.6.2.1 A general information section describing:

- the faculty member's years in various ranks at this University and at other universities;
- other relevant professional experience;
- a listing of higher education degrees received (or progress toward degrees);
- any other relevant educational experience;
- where applicable, declaration of prior service credit including specific years claimed, as specified in 5.5.3.1.

Faculty who are expected to complete a terminal degree must include a clearly stated plan and timetable for completing the terminal degree.

Applicants for promotion or tenure must verify that they meet the minimum eligibility requirements outlined in the Master Agreement and/or bylaws regarding years of experience and professional degrees. When applying for promotion and/or tenure, a statement highlighting this fact as well as an explanation of how the faculty member intends to structure the evaluation material.

##### 5.4.6.2.2 A statement establishing whether the secondary emphasis will be placed on scholarship and/or professional development, or on service.

##### 5.4.6.2.3 A narrative statement describing the accomplishments in responsibilities, scholarship and/or professional development, and service. This statement cites the relevant sections of the bylaws and clearly shows how the expectations of the bylaws have been met (or in annual evaluations, how the faculty member is attempting to meet those expectations), and how these accomplishments relate to plans identified in prior evaluations.

a. For faculty with teaching responsibilities, a reflection on teaching effectiveness based upon the following:

- (1) Colleague assessment
- (2) An appraisal of student learning for at least one course in each semester (including achievement of learning objectives). For on-line courses also reflect on the ways in which “instructional contact and methods are equivalent in scope to comparable face-to-face courses” (6.3.1)
- (3) Student ratings

- b. A description and reflection on advising responsibilities
  - c. A description and reflection on additional responsibilities (e.g., curriculum coordination, assessment activities see Section 6.5.2)
  - d. A review of scholarship and/or professional development activity
  - e. A review of department and University service activity
- 5.4.6.2.4 A statement of plans for the coming evaluation period. The faculty member is asked to be specific in identifying assignments and plans in teaching or other assigned professional responsibilities, scholarship and/or professional development, and service. The faculty member should note when such plans are contingent upon University or outside support (e.g., travel, sabbatical request, Fulbright application, reassigned time for research).
- 5.4.6.2.5 An Appendix to the Part II narrative, consisting of important documents referred to in the narrative which evaluators would find essential to understanding or substantiating the narrative, such as a summary of student ratings and comments, letters of support, reviews of publications, copies of publications or presentations, etc. This appendix should be placed at the end of the evaluation document. This appendix is limited to eighty (80) pages, bearing in mind that the evaluations and their appendices must be hand-carried by many reviewers. Material too lengthy to be included within this eighty (80) page limit may be placed in Backup Materials.
- 5.4.6.2.6 For promotion and/or tenure applications, faculty members must submit Backup Materials which include evaluations for prior years that are part of the evaluation period. Backup material may also include bulky manuscripts, reports, copies of published articles or reprints, and slides or art works that cannot readily be duplicated. Backup materials should be available first in the department, then in the appropriate dean's office, and later in the AAUP office so evaluators can consult them.

5.4.6.3 Faculty Evaluation Report – Part III

Each yearly evaluation of a faculty member shall include a statement by the departmental evaluation committee. The committee should begin their evaluation by examining parts I and II prepared by the faculty member. This statement by the committee must contain the following:

- a. Confirmation of the faculty member's years of experience and educational achievements. For probationary appointments, this would confirm where the faculty member currently is in terms of the probationary timeframe. In an application for promotion and/or tenure or Continuing Contract Status, this would be a confirmation of precisely how the faculty member meets or does not meet the eligibility criteria for promotion and/or tenure, or Continuing Contract Status.
- b. Confirmation of the beginning and ending dates of the evaluation period.
- c. Confirmation of the faculty member's secondary emphasis on scholarship and/or professional development, or on service as required by Section 5.5.6 of the Master Agreement and other relevant requirements of the departmental bylaws.
- d. Evaluative judgments about the faculty member's performance in meeting the criteria and goals specified in the Master Agreement, departmental bylaws, and in prior evaluation statements. The evaluative judgments will be used as a basis for establishing a record of progress towards meeting the requirements for tenure and/or promotion or Continuing Contract Status. In applications for promotion and/or tenure or Continuing Contract Status, the committee will determine whether the faculty member has met the judgmental criteria and goals specified in the Master Agreement, the departmental bylaws, and in prior evaluation statements.
- e. Clear, explicit language that evaluates the faculty member's performance in terms of the three (3) areas (teaching and/or assigned professional responsibilities, scholarship and/or professional development, and service) listed in the Master Agreement and in departmental bylaws. This material should cite the relevant sections of the bylaws and clearly show how the expectations in the bylaws have been met or not met regarding significant achievements and effective performance.
- f. For teaching responsibilities, an assessment of teaching effectiveness based upon
  - (1) Colleague evaluation of teaching
  - (2) An interpretive analysis of student ratings (quantitative analysis where rating scales are used, and assessment of comments from students where available) in the context of the specific teaching situation



- (3) Appraisal of student learning (including achievement of learning objectives)
- (4) The achievement of plans as described in previous evaluations or Letter of Appointment.

- g. Assessment of the faculty member's effectiveness in advising and any additional responsibilities
- h. The evaluation shall address any needs for improvement in the faculty member's performance, and discuss assistance or counseling that has been or should be given to the faculty member.
- i. Evaluation statements shall conclude with a recommendation regarding continued appointment or termination of appointment for a faculty member on a tenure-earning appointment. The evaluation statement shall indicate whether the faculty member is making the expected progress, and what goals or criteria must yet be achieved in order to be recommended for tenure and/or promotion. In the case of applications for promotion and/or tenure or Continuing Contract Status, there should be a recommendation regarding the application, accompanied by the reasons for the recommendation.
- j. A signature section showing the name of the chairperson of the departmental evaluation committee, as well as the names of all other members of the committee, and a place for the chair's signature (as well as for the signatures of all members of the committee in promotion and/or tenure, or Continuing Contract Status cases)

#### 5.4.6.4 Faculty Evaluation Report – Part IV

This part of the faculty member's evaluation is a statement by the department head which addresses Section 5.4.4. and Section 5.4.6.3 items (a) through (i). The department head must sign this statement.

- 5.4.6.5 At the departmental level, it is possible for new material to be added to the evaluation materials. Either the faculty member may wish to make available additional information to the departmental evaluators, or the evaluators may ask the faculty member for information which the faculty member may have that would aid in the evaluation (the faculty member may choose to make this information available). These materials shall be attached to the Part II statement by the faculty member. Evaluators can seek information for clarification as specified in 5.4.6.6.

#### 5.4.6.6. Faculty Evaluation Report – Part V (Appendix A, page 3)

- a. For evaluations not involving applications for promotion and/or tenure:

When the department has completed its evaluation, the faculty member shall review the completed evaluation before it leaves the department and has the right to add any written comments or pertinent material, which shall be appended to the Part V form. The faculty member will then sign the Part V form.

The faculty member's complete evaluation will then be forwarded by the department head to the dean. The dean reviews the evaluation and may choose to write a statement addressing some or all of the issues raised in the evaluation materials consistent with Section 5.4.4 and Section 5.4.6.3 items (a) through (i). If the dean chooses to write a statement, it shall be attached to Part V form. The dean signs the Part V form, after which a complete copy is given to the faculty member who may respond to the dean's statement by September 15 (see Section 5.4.2). Additional copies will be distributed as follows: one (1) copy for the departmental personnel file, one (1) copy for the dean's personnel file, and one (1) copy for the PVPAA.

- b. For evaluations involving applications for promotion and/or tenure:

When the department evaluation committee and department head have completed their evaluations, the application is considered complete. No additional information or material shall be added. The faculty member has the right to review the completed evaluation and must sign the Part V form acknowledging the same. This prohibition about adding new material does not preclude any evaluation body/person from seeking to obtain information that would clarify material in the completed evaluation, including but not limited to asking the faculty member to provide that clarification in writing. Example: An evaluation body desires to know whether a publication was juried or not.

Should a question arise as to whether the information desired represents an attempt at clarification or seems to represent a desire for new information, the inquiring party should put the question to the PVPAA and to the Contract Officer of the Association; the information request may not be pursued unless both agree that it is indeed a matter of clarification.

Recommendations for tenure and/or promotion shall be forwarded as described in sections 5.5.8 and 5.5.9 of the Master Agreement with separate statements or arguments for tenure and/or promotion.

The faculty member applying for promotion and/or tenure or Continuing Contract Status and the faculty member's department must provide one original and one copy of the completed evaluation materials (Parts I through V and Appendix) for all applications forwarded to the college level. The copy is for the department and the original is for the dean's office, known as the original traveling copy. In addition, the applicant must email an electronic copy of their promotion and/or tenure or Continuing Contract Status materials (Parts I, II and Appendix) to [frc@nmu.edu](mailto:frc@nmu.edu).

5.4.6.7 These evaluations shall form a cumulative record for the basis of all recommendations of continuing appointment (including tenure, Continuing Contract Status and promotion) or of termination.

5.4.6.8 As promotion and tenure applications advance through the evaluation process, the statements (and appeal letters where they occur) should be added to the evaluation in the following order:

Part VI College Advisory Committee's Statement

Part VII Dean's Statement

Part VIII FRC's Letter

Part IX PVPAA Letter

5.4.7 The Department Head and Dean specified in all steps of faculty evaluation shall be the person holding the position for the department specified in the faculty member's current letter of appointment. The composition of the departmental evaluation committee shall be specified in department bylaws. If the faculty member has been reappointed to a department that does not yet have bylaws approved according to the procedures of 3.1.1, the departmental evaluation committee shall be as specified in the departmental bylaws that were most recently applicable to the faculty member.

5.5 Tenure and Promotion Policy

5.5.1 General Principles

5.5.1.1 Tenure is conferred by formal action of the Board upon the recommendation of the President of the University as initiated by the department faculty and/or department head and bearing the prior review of the appropriate faculty committees (department, college, University-wide), dean, and the PVPAA. No faculty member upon whom tenure status has been conferred shall be discharged except for just cause. (Layoff of Tenured faculty members is dealt with in Article VII; the procedure to be followed in the termination of a Tenured faculty member for just cause is dealt with in Article X.)

5.5.1.2 The University and the Association recognize the unique role that the University serves in providing community college level programs. They also recognize that faculty hired to teach in these programs may be required to have specific qualifications different from the traditional terminal degree qualifications.

Faculty who are appointed to teach courses related specifically to associate degrees, certificates, and developmental courses as confirmed in their current Letter of Appointment will be eligible to be considered for tenure if they meet the qualifications set forth in the departmental bylaws and the Master Agreement.

5.5.1.3 Tenure and promotion shall be based primarily on judgmental criteria specified in Section 5.5.6. In promotion decisions, years of service, and educational preparation shall be given consideration.

5.5.1.4 Faculty hired into full-time positions at the rank of Instructor shall be advanced to Assistant Professor if specified in their Letter of Appointment upon completion of the appropriate terminal degree qualifications. This advancement will not count as a promotion when considering the faculty member's application for promotion to Associate Professor.

If not specified in their employment agreement, faculty at the rank of Instructor shall be advanced to Assistant Professor upon completion of the appropriate terminal degree qualifications, subject to approval from the PVPAA. Such a rank advancement may result in a salary adjustment, provided the adjustment adheres to the provisions of

9.1.1.2. The advancement will not count as a promotion when considering the faculty member's application for promotion to Associate Professor.

Similarly, faculty at the rank of Special Instructor will be advanced to Instructor upon completion of the master's degree.

5.5.2 Eligibility for the Award of Tenure

5.5.2.1 Tenure shall be granted only to those faculty members at the rank of Assistant Professor or higher in positions which are fully funded by the general fund, unless specifically exempted in the initial Letter of Appointment.

5.5.2.2 Tenure shall be granted only to United States citizens, those in process of becoming citizens, or those noncitizens who are permanent residents, as certified by the U.S. Bureau of Citizenship and Immigration Services.

5.5.2.3 Tenure shall be granted to applicants who demonstrate accomplishments specified in departmental bylaws.

5.5.3 Probationary Period for Tenure

All faculty members on Tenure Earning appointments will have a probationary period not exceeding seven (7) years. It is possible that, as a result of a negative evaluation based on the judgmental criteria, a faculty member may be issued a notice of termination after any evaluation during the probationary period, provided that the notification meets the timing requirements in accordance with 5.5.4. Additionally, at the sole discretion of the university, a faculty member may be dismissed at any time during the first academic year. This action will be non-grievable.

When a recommendation or decision not to renew a probationary appointment has first been reached, the faculty member involved will be informed of that recommendation or decision in writing. The faculty member will be advised upon request of the reasons which contributed to the decision. The faculty member may request a reconsideration by the recommending or deciding body. If the faculty member requests, the reasons given in the explanation of the nonrenewal will be confirmed in writing.

5.5.3.1 For purposes of tenure, a newly appointed tenure-earning faculty member shall, at the faculty member's discretion, be given up to two (2) years credit for an equal or greater number of years of full-time prior service at the rank of Instructor or above, including Term appointments at NMU, prior to a tenure-earning appointment. If appointed at the Associate Professor level or above, the faculty member may claim a third year of prior service credit. The faculty member may only claim or surrender some or all of their prior service credit once in the first two years of their appointment.

In circumstances where newly appointed faculty have had a professionally related position without academic rank, consideration may be given to the awarding of prior service credit by the PVPAA after review of a written recommendation by the department faculty. The number of eligible years which may be credited toward the probationary period shall be stipulated in the initial Letter of Appointment; however, the maximum amount of prior service credit to be applied to the probationary period shall be three (3) years. Any prior service so credited shall be included in computing the probationary years of service referred to in Sections 5.5.3 and 5.5.4.1. and professional accomplishments during those years shall count toward meeting the requirements for tenure.

5.5.3.2 Upon request, faculty may be granted an extension of the probationary period not to exceed two years to accommodate unusual circumstances including, but not limited to:

1. Parental responsibilities related to the birth or adoption of a child, or responsibilities related to the care of a spouse, designated individual, child or parent.
2. Personal illness or injury
3. COVID-19 related circumstances.

Such requests shall be in writing and must be approved by the faculty member's department head, dean and the PVPAA.

#### 5.5.4 Notice of Termination

If the decision is reached that a faculty member on a tenure-earning appointment should be given notice of termination, such notice must be given in writing as follows:

- a. In the first year of employment that begins with the fall semester, the notification date will be any time during the first academic year of employment. In the case of any other beginning date, the notification date shall be at least three (3) months prior to the end of the first full year of service.
- b. In the second year of employment that originally began with the fall semester, the notification date for the second year of service will be not later than December 15. In the case of any other beginning date, the notification date shall be at least six (6) months prior to the end of the second full year of service.
- c. After two (2) or more years in the institution, the notification date shall be at least twelve (12) months prior to the effective date of termination.

5.5.4.1 In the absence of earlier notice of termination or tenure, a faculty member shall be given written notice not later than May 15 of the sixth year, of (1) tenure having been granted, (2) the intention to grant tenure upon fulfillment of specified conditions, or (3) the termination of the appointment at the end of the seventh year.

5.5.4.2 Whenever possible, a faculty member on a term or contingent appointment (Section 5.1.1) shall receive formal notification of renewal no later than May 1 when the appointments ends in winter semester or December 1 when the appointment ends in fall semester.

#### 5.5.5 Eligibility Criteria for Promotion

5.5.5.1 To be eligible to apply for promotion, a faculty member must meet the following requirements:

5.5.5.2 Assistant Professor: An earned doctorate from an accredited institution or other terminal qualifications appropriate to the position as stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the PVPAA. Exceptions may be made because of unusual scholarly achievements or unusual professional service achievements.

Associate Professor: An earned doctorate from an accredited institution or other terminal qualifications appropriate to the position as stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the PVPAA; normally five (5) years of full-time higher education experience at the rank of Instructor or above, completed prior to application for the Associate Professor rank; compliance with the provisions of Section 5.4. Exceptions may be made because of unusual scholarly achievements or unusual professional service achievements

Professor: An earned doctorate from an accredited institution or other terminal qualifications for the position as stipulated in the departmental bylaws, subject to the review and approval of the appropriate dean and the PVPAA; normally, eleven (11) years of full-time higher education experience at the rank of Instructor or above, or five (5) years of full-time higher education experience at the rank of associate professor or above; completed prior to application for the Professor rank; compliance with the provisions of Section 5.4. Exceptions may be made because of unusual scholarly achievements or unusual professional service achievements.

#### 5.5.6 Judgmental Criteria for Tenure and Promotion Evaluation

Faculty who request consideration for tenure or promotion shall present in the annual evaluation supporting evidence as defined in departmental bylaws bearing on the quality of the faculty members' performance since the time of hire or the last promotion in each of the following areas:

5.5.6.1 Teaching and assigned responsibilities. This criterion includes professional responsibilities in such areas as teaching, counseling, or librarianship and other assigned responsibilities such as academic advising and other related duties as specified in the Letter of Appointment.

5.5.6.2 Scholarship and/or professional development. "Scholarship and/or professional development" is one category and the relative amounts of scholarship and professional development will be specified in departmental bylaws. Different disciplines and subdisciplines may have different relative amounts of scholarship and professional development and it is understood that there could be a discipline or subdiscipline which only requires professional development, consistent with the standards of the identified peer institutions (as referenced in 3.1.1.1).

Scholarship involves one or more of the four (4) forms of scholarship: the scholarship of discovery; the scholarship of integration; the scholarship of application; the scholarship of teaching. All forms of scholarship must involve the production of a tangible artifact or outcome. Departmental bylaws will provide examples of artifacts and outcomes that demonstrate the forms of scholarship for the department's discipline. These examples will be illustrative, not definitive. The following descriptions of the four (4) forms of scholarship are to be used as guides, but departmental bylaws will describe specific qualifying activities for each form of scholarship.

- a. The scholarship of discovery involves original production or testing of a theory, principle, knowledge, or artistic creation. Examples include a traditional experimental, survey, quantitative and/or qualitative study and research, as well as an artistic or literary artifact (such as a fiction or non-fiction writing, art exhibition or musical performance).
- b. The scholarship of integration involves using knowledge found within and across disciplines to create an original understanding or insight that reveals larger intellectual patterns. Examples include a textbook or synthesis that summarizes what is known about a topic or process, a curated artistic exhibition, an edited anthology or a theoretical analysis.
- c. The scholarship of application involves bringing knowledge to bear in addressing a significant issue or problem by using existing research or creative activities to influence current or future conditions. Examples include providing expert testimony, production of a technical report, a substantive grant proposal, white paper associated with consultancies or grants, public policy analysis, reviewing of journal articles, books, chapters, and grant proposals, or professional presentation.
- d. The scholarship of teaching involves proposing and empirically testing a pedagogical procedure that transforms or improves teaching practices. Examples include a systematic comparison of learning environments, an impact analysis for learning activities beyond the classroom (such as academic service learning) or a comprehensive assessment of teaching methodologies. The scholarship of teaching also includes writing/preparing peer reviewed pedagogical material that draws on the professional training and scholarly capability of the faculty member and are evaluated for their effectiveness.

5.5.6.2.1 For most forms of scholarship, peer review is expected consistent with the standards of the identified peer institutions (as referenced in 3.1.1.1). It is recognized that peer review varies between disciplines and within a discipline, and that there are different levels of peer review. Departmental bylaws shall specify the types of peer review that are appropriate for the discipline and are acceptable within that department. Common types of peer review include (but are not limited to): publication in a peer reviewed journal, presentation of creative work in a juried exhibit/performance, or in settings acceptable to one's department, and presentation of scholarly work as a result of a competitive selection process acceptable to one's department. Peer review may also take the form of a written review of one's research, evaluation of a grant proposal, or a peer letter acknowledging scholarly accomplishments. Recognition of scholarly activity is also a type of peer review and can include an invitation to present scholarly work, receiving a professional award, or obtaining a grant.

5.5.6.2.2 Professional development includes activities intended to maintain currency in one's discipline, developing new professionally related expertise, or participation in other professionally related activities that don't necessarily result in a scholarly outcome. Departmental bylaws shall give examples of professional development activities specific to a given discipline.

Examples of professional development are:

- a. Attending professional conferences
- b. Attending professional workshops
- c. Developing a new, or maintaining a current, certification
- d. Obtaining an additional degree or training related to one's field
- e. Engaging in post-doctoral work designed to expand one's professional competence
- f. Other appropriate professional activities, when confirmed by the departmental evaluation committee and the department head.

- 5.5.6.3 Service on departmental, college, and University wide committees, service to the student body, and service through professional organizations, and professionally related community service as defined in departmental bylaws.
- 5.5.6.4 Departmental bylaws shall describe specific standards for tenure and promotion which confirm levels of achievement in the areas of teaching and assigned responsibilities, scholarship and/or professional development, and service commensurate with each rank and which shall be defined by example. While reflective of the differences in their fields, the standards specified in the bylaws in each department shall be based on the function of the department within the university, and a reasonable circle of comparison within the discipline, and a reasonable circle of comparison within the university. Such descriptions must be approved according to the processes described in Section 3.1. It is possible that the departmental bylaws applicable to a faculty member could change during the evaluation period due to modification of existing bylaws or reappointment of faculty to a new department. Standards for promotion and tenure shall be as specified in either the new bylaws or the old bylaws (if the majority of the evaluation period occurred while those bylaws were applicable), at the discretion of the faculty member.
- 5.5.6.5 The most important criterion for tenure and promotion is effectiveness in the area of teaching and assigned responsibilities. Continued effectiveness in the area of assigned responsibilities shall be demonstrated by evidence that plans in this area in prior evaluations have been achieved. The second most important criterion for tenure and promotion can be either “scholarship and/or professional development” or service. The relative emphasis on “scholarship and/or professional development” or service must be specified in evaluation materials each year, including the year of application. The determination of relative emphasis for tenure-earning appointments will be initially established in the Letter of Appointment and must be made within the parameters described in the departmental bylaws. The relative emphasis may be redefined by the faculty member subsequent to tenure as a result of dialog between the faculty member, the departmental evaluation committee, and the department head.
- 5.5.7 Departmental Eligibility and Judgmental Criteria for Tenure and Promotion
- 5.5.7.1 Departments may periodically add to or revise particular departmental eligibility and judgmental requirements in the departments' bylaws subject to the provisions of 3.1.1.
- 5.5.7.2 Following approval by the PVPAA, the department's criteria, as specified by the bylaws, will be regarded as official departmental policy to be communicated to all department members and available on request by any faculty member from the appropriate dean.
- 5.5.8 Tenure and Promotion Review Process
- 5.5.8.1 As provided by departmental bylaws, each department shall establish procedures for tenure and promotion review. The Department Head, College Advisory Committee, and Dean shall be the persons holding those positions for the department specified in the faculty member's current Letter of Appointment. The composition of the departmental evaluation committee shall be specified in department bylaws. If the faculty member has been reappointed to a department that does not yet have bylaws approved according to the procedures of 3.1.1, the departmental evaluation committee shall be as specified in the departmental bylaws that were most recently applicable to the faculty member.
- 5.5.8.2 The department has the responsibility for initiating and conducting tenure review for all probationary faculty on tenure-earning appointments in their department. This review occurs during a probationary period during which colleagues advise the tenure-earning faculty member of the faculty member's progress toward tenure through the annual evaluation process. The annual evaluation will also contain a description of the faculty member's current status and any remaining requirements or improvements necessary for achieving a favorable tenure or promotion recommendation. Promotion and tenure reviews shall be conducted when requested by a faculty member.
- 5.5.8.3 It is the responsibility of the faculty member being considered for tenure or promotion to demonstrate that the faculty member has met the criteria specified in the departmental bylaws and the faculty member's annual evaluations during the cumulative evaluation process.
- 5.5.8.4 In the case of tenure, the cumulative evaluations include the probationary period and any years of prior service credit specified in the Letter of Appointment.
- 5.5.8.5 In the case of promotion, the cumulative evaluations include the period since hire or the faculty member's last promotion as specified in Section 5.4.3.2 and 5.5.1.4.

- 5.5.8.6 The departmental evaluation committee shall conduct a review of the qualifications and performance of the faculty member and submit a written report containing all supporting documents and recommendations for the award of tenure or promotion, as stipulated in Section 5.4.6.3. This shall become Part III of the faculty member's annual evaluation.
- 5.5.8.7 The department head shall conduct an independent review of the qualifications and performance of the faculty member, and shall submit an independent report, as stipulated in Section 5.4.6.4. This shall become Part IV of the faculty member's annual evaluation.
- 5.5.8.8 The individual faculty member's tenure or promotion application file must be complete at the time the recommendation of the department, consisting of both the departmental evaluation committee's and the department head's recommendations, is forwarded to the CAC. No additional materials may be added by the faculty member, departmental faculty, or the department head nor be requested by any faculty committee or academic administrator except as provided in 5.4.6.6.b and 5.5.10.
- 5.5.8.9 The CAC shall conduct a thorough review of all candidates for tenure or promotion within the college and shall submit its recommendations to the dean of the college for review and action as stipulated in Section 5.4.6.8. These recommendations shall become Part VI of the evaluation.
- 5.5.8.10 Should the CAC not concur with the departmental recommendation for tenure or promotion, the CAC must provide to the candidate and the previous review bodies a specific written statement of how in the CAC's judgment, the candidate failed to meet the criteria specified in Section 5.5.5, Section 5.5.6, or departmental bylaws, along with suggestions on how to strengthen the case for favorable consideration in the future, if applicable. Such a negative finding may be appealed by the faculty member as discussed in Section 5.5.10.
- 5.5.8.11 The dean shall provide a written statement of concurrence or nonconcurrence with the CAC recommendations. As stipulated in Section 5.4.6.8, this shall become Part VII of the evaluation document. The dean shall forward recommendations for tenure and promotion to the FRC.
- 5.5.8.12 Should the dean not concur with the CAC's recommendation for tenure or promotion, the dean must provide to the candidate and the previous review body a specific written statement of how in the dean's judgment, the candidate failed to meet the criteria specified in Section 5.5.5, Section 5.5.6, or departmental bylaws, along with suggestions on how to strengthen the case for favorable consideration in the future, if applicable. Such a negative finding may be appealed by the faculty member as discussed in Section 5.5.10.
- 5.5.8.13 The FRC will conduct a thorough review of all candidates for tenure or promotion and shall submit a written report and recommendations to the PVPAA for review and action. As stipulated in Section 5.4.6.8, this shall become Part VIII of the evaluation document.
- 5.5.8.14 Should the FRC not concur with the dean's recommendation(s), the FRC must provide to the candidate and the previous review body a specific written statement of how in the FRC's judgment, the candidate failed to meet the criteria specified in Section 5.5.5, Section 5.5.6, or departmental bylaws, along with suggestions on how to strengthen the case for favorable consideration in the future, if applicable. Such a negative finding may be appealed by the faculty member as discussed in Section 5.5.10.
- 5.5.8.15 The PVPAA (as the Board's agent), following consultation with the FRC, shall determine those faculty for whom tenure or promotion will be recommended to the President and the Board.
- 5.5.8.16 Recognizing that promotion recommendations for tenure and promotion advanced by the FRC are the end result of a thorough review process, the PVPAA shall depart from the recommendations of the FRC only for serious and compelling reasons. The PVPAA will notify both the FRC and the faculty member in writing of the reasons for the PVPAA's decision in any case where it departs from the recommendation of the FRC.
- 5.5.9 Timetable for Tenure and Promotion Review Process
- 5.5.9.1 **October 1:** Faculty applications for tenure or promotion shall be forwarded to the department evaluation committee and department head.
- November 8:** Recommendations of the departmental evaluation committee and department head shall be forwarded to the CAC independently. If either one of them is positive the CAC will review the application. If neither is positive, the CAC will not review the application unless the faculty member appeals. Material forwarded shall consist of Parts I-IV. Part V is signed only by the faculty member at this time.

**December 8:** CAC's positive recommendations for tenure or promotion shall be submitted to the dean.

**January 22:** The dean shall submit the dean's positive recommendations for tenure or promotion to the FRC.

**March 8:** The FRC shall forward its positive recommendations for tenure or promotion to the PVPAA. This shall become Part IX of the evaluation.

**April 8:** The PVPAA shall forward recommendations for tenure or promotion to the Board of Trustees.

5.5.9.2 The effective date for tenure and/or promotion is the beginning of the academic year for faculty on an academic-year appointment and July 1 for all other faculty.

5.5.9.3 Should the faculty member, evaluation committee, department head, or dean fail to adhere to the preceding schedule, the process shall proceed to the next step unless an extension is granted by the administrator or committee at the next step. Failure to receive the appropriate evaluation materials will be noted in writing in the next evaluator's statement and become part of the cumulative record for promotions and tenure.

5.5.9.4 Candidates for promotion or tenure and the Contract Officer shall be notified of the recommendation, positive or negative, at each step in accordance with the above schedule. The candidates will also be notified of the action of the Board with respect to promotion and tenure recommendations by the PVPAA. Any negative recommendation must be sent to the candidate by certified mail.

5.5.10 Appeals

5.5.10.1 Any faculty member who is denied tenure or promotion may appeal to the next highest committee or authority up to the PVPAA; however, negative recommendations will be forwarded to the next level only if appealed in writing by the faculty member. The AAUP Contract Officer must be copied on such appeals. Such written appeal must be submitted within fourteen (14) calendar days of the receipt of the negative recommendation by the faculty member. In the event that the appeal receives a positive recommendation, the committee or person reversing previous recommendations shall forward to the committee/faculty member the reason(s) for the reversal of the negative recommendation.

5.5.10.2 When a faculty member is notified in writing of a negative recommendation, such a notice shall be sent by certified mail. In the event the certified letter notifying the faculty member of a negative recommendation is not received, the fourteen (14) day period for appeal shall begin to run not later than the date of notice by the University from the post office that the certified letter was refused or unclaimed.

5.5.10.3 At the department level: Candidates not recommended for tenure or promotion by the departmental committee or a department head shall be provided a written statement of the reason(s).

An application for tenure or promotion will not be forwarded to the CAC unless at least one of the recommendations from the departmental evaluation committee and department head is positive. When one (1) or both of the recommendations at the departmental level is positive, the application will automatically go to the next level (CAC) and no appeal is necessary or permitted. However, faculty have the right to submit a rebuttal to statements from either the departmental evaluation committee or department head to the CAC.

5.5.10.4 CAC Level: The CAC shall make a separate investigation and determination of appeals of departmental decisions. The CAC may refer the faculty member's appeal to the faculty member's department for further consideration. The CAC may request additional supporting materials for clarification of the previous bodies' decisions, the application, or the appeal. The CAC may support an appeal only for reasons based on the evidence relative to the achievement of the criteria specified in Section 5.5.5 and 5.5.6 and departmental bylaws. The CAC shall forward a copy of the appeal, additional supporting documents, and its report to the candidate and prior evaluating bodies.

5.5.10.4.1 Faculty not recommended for tenure or promotion by the CAC may submit a written appeal of the recommendation(s) of the CAC to the dean.

5.5.10.5 Dean Level: The dean shall make a separate investigation and determination of appeals of the CAC and shall advise the faculty member of the dean's determination. The dean may refer such appeals to the CAC for further consideration. The dean may request additional supporting materials for clarification of the previous bodies' decisions, the application, or the appeal. The dean may overrule the CAC's recommendation only for reasons based on the evidence relative to the achievement of the criteria specified in Section 5.5.5. and 5.5.6. The dean shall



forward a copy of the appeal, additional supporting documents, and the dean's report to the candidate and prior evaluatory body.

- 5.5.10.5.1 Faculty not recommended for tenure or promotion by the dean may submit a written appeal of the recommendations of the dean to the FRC.
- 5.5.10.6 FRC Level: The FRC shall make a separate investigation and determination of appeals of the dean's recommendations. The FRC may refer such appeals to the dean for further consideration. The FRC may request additional supporting materials for clarification of the previous bodies' decisions, the application, or the appeal. The FRC may overrule the dean's recommendation only for reasons based on the evidence relative to the achievement of the criteria specified in Section 5.5.5 and 5.5.6. The FRC shall forward a copy of the appeal, additional supporting documents, and its report to the candidate and prior evaluating body.
- 5.5.10.6.1 Faculty not recommended for tenure or promotion by the FRC may submit a written appeal of the recommendation of the FRC to the PVPAA.
- 5.5.10.7 PVPAA Level: The PVPAA will make a separate investigation and determination of appeals of the FRC. The PVPAA may request the FRC to reconsider its recommendations. The PVPAA may request additional supporting materials for clarification of the previous bodies' decisions, the application, or the appeal. The PVPAA shall depart from the recommendations of the FRC only for serious and compelling reasons. The PVPAA shall forward a copy of the appeal, additional supporting documents, and the PVPAA's report to the candidate and prior evaluating body.
- 5.6 Faculty Personnel Records
  - 5.6.1 A bargaining unit member's "faculty record" shall consist of the "personnel record" as defined in the Bullard-Plawecki Employee Right to Know Act, including but not limited to "academic personnel files." The academic personnel files for each faculty member shall be maintained in the offices of the PVPAA, the dean, and the faculty member's departments (these files will be referred to as the "academic personnel files"). In addition to other material, the official personnel files contain material that is relevant to personnel decisions such as reappointment, tenure, and promotion. In addition to rights provided by the Bullard-Plawecki Act for a faculty member to inspect the faculty member's personnel record, persons authorized in writing by the faculty member shall also have those rights.
  - 5.6.2 Faculty members may review their personnel record.
  - 5.6.3 A faculty member shall have the right to obtain a copy of all material in the faculty member's faculty record at the faculty member's expense. The fee shall be limited to the cost of reproduction and the mailing of the materials requested.
  - 5.6.4 No unsubstantiated material shall be retained or placed in any faculty member's faculty record. There shall also be no materials that make reference to unsubstantiated or anonymous comments, except for historical references and, then, without conveying substantive content. Anonymous material may be included only when revealing the identity of the person could subject the person to unwarranted treatment by the faculty member, e.g., the identity of students alleging abusive treatment could be withheld as long as they are still members of the faculty member's class. Such material can not, however, be used as the basis for any disciplinary action beyond a written warning.
  - 5.6.5 Except where prohibited by law, if the University grants permission for a government agency to examine the faculty record of any faculty member, timely notice will be given to the faculty member and the Association as to which files will be examined, the examiner, the agency, the date, and the purpose of the examination.
  - 5.6.6 If a faculty member's faculty record maintained in the Offices of the PVPAA or appropriate dean or department head is subpoenaed, the University shall send timely notice of the subpoena to the faculty member.
  - 5.6.7 All written material used by the department head, dean or PVPAA in making recommendations concerning reappointment, tenure, and promotion, and disciplinary matters (discipline and/or termination) shall be contained in the academic personnel file at the time of these recommendations. These materials shall be placed in the file in a timely manner and the faculty member shall be sent a copy of the materials within twenty (20) days of its occurrence. Materials not placed in a file within one hundred eighty (180) days of their receipt may not be added to the file.

5.6.8 Within twenty (20) days of the addition of material to a faculty member's faculty record, the faculty member shall be sent a copy of that added material if the faculty member was not the originator or addressee, or not specifically copied on the material.

5.6.9 Pursuant to the Bullard-Plawecki Employee Right to Know Act, if the faculty member disagrees with information contained in the faculty member's faculty record, removal or correction of that information may be mutually agreed upon by the University and the faculty member. If an agreement is not reached, the faculty member may submit a written statement explaining the faculty member's position. The election of the faculty member not to submit such a written rebuttal does not indicate agreement with the information. If a faculty member elects to file a written rebuttal, the University's failure to respond does not indicate agreement with the faculty member's response.

Faculty members shall have the right to make reasonable additions to the faculty members' faculty record.

5.6.10 Faculty Record Maintenance

For the purpose of periodic faculty record maintenance, the designated administrative officer and the faculty member may jointly review the contents of the faculty member's academic personnel file. By mutual agreement and with the written approval of the PVPAA, individual documents may be removed. However, files may be routinely updated from time to time at the discretion of the designated administrative officer by removal of such routine items as outdated vita, which will be returned to the faculty member.

5.6.11 The University agrees to take reasonable steps to maintain the confidentiality of faculty records, pursuant to the following guidelines:

5.6.12 Internal access to faculty records shall be afforded to those University officials, employees, or agents who have a reasonable need for such access pursuant to legitimate University business.

5.6.13 As to external requests for faculty records:

- a. The University agrees to maintain the confidentiality of faculty records to the extent permitted by law. This provision does not impact upon the University's duty to comply with lawfully issued subpoenas, court orders, discovery demands, garnishments, or other such routine information requests required by law, including routine requests for information under the Freedom of Information Act (the FOIA).
- b. If the University receives a nonroutine FOIA request for access to faculty records (e.g., a request for specific items from a faculty record which may constitute a clearly unwarranted invasion of privacy as provided in a FOIA exception), the University will take reasonable steps to notify the faculty member and the Association of the request. If the University determines it is required to release faculty records pursuant to such a request, it will take reasonable steps to notify the faculty member and the Association of its decision so that the faculty member and/or the Association can respond to the decision before the release of the records, with the understanding that the University must meet statutory time lines.

## ARTICLE VI

### PROFESSIONAL RESPONSIBILITIES

#### 6.1 Academic Freedom and Responsibility

##### 6.1.1 The Board and the Association subscribe to the following statement which sets forth principles of academic freedom and associated responsibilities of individual faculty members:

The faculty member is entitled to full freedom in research and or other scholarly or creative activities and in the publication or presentation of the results, subject to adequate performance of the faculty member's other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The faculty member is entitled to freedom in the classroom in discussing and presenting the course subject, with limitations defined by professional judgment and expertise. However, the faculty member should be careful not to introduce into the teaching controversial matters which have no relation to the course subject. Academic freedom also encompasses the freedom to address any matter of institutional policy or action whether or not as a member of any agency of institutional governance. Faculty have the freedom to address the larger community with regard to any social, political, economic, or other interest. In relations with the public, they should make it clear at all times whether they speak as private citizens, as experts on the subject in question, or as institutional spokesperson. Both within and outside the classroom, the faculty should exhibit the accuracy, restraint, and respect for the opinions of others appropriate to educators and persons of learning.

#### 6.2 Professional Responsibilities

##### 6.2.1 The Board and the Association agree that the primary professional responsibility of faculty members is teaching, professional library work, or professional counseling, depending on the position. They agree that scholarship and professional development and service are also faculty responsibilities. It is the responsibility of the Board and the Association to foster an atmosphere of intellectual inquiry and growth. It is the responsibility of the Board to provide support to fulfill these responsibilities.

##### 6.2.1.1 Full-time instructional faculty members shall normally be assigned to a twenty-four (24) credit hour teaching load (or its equivalent) during the regular academic year (fall and winter semesters). For full-time faculty, twelve (12) hours is the normal credit hour load for each regular semester. Contingent faculty shall have a credit hour teaching load of fewer than twelve (12) credits in any semester. If a contingent faculty member's teaching load is twelve (12) credits or more, their appointment will be converted to term. It is recognized that it may not be possible to establish the same credit hour production for each faculty member. Department Heads, after meeting with the department are responsible for developing mutually agreeable written guidelines to structure assignments that will take into account large sections in single courses, number of preparations, nature of preparations, laboratory supervision and planning, supervision of special learning activities, supervision of field activities, clinical experience, number of advisees, or administrative duties, and other assigned responsibilities. Departments may also specify enrollment caps for specific courses. These guidelines, referred to as Load Documents, will be reviewed annually and forwarded to the AAUP Office.

Each department is encouraged to develop a qualification list that includes the courses for which each faculty member is qualified to teach. Qualification will be based on recommendation of the departmental faculty to the department head. For courses that a faculty member has not taught previously, qualification will be based on academic training, professional experience, professional certification, and scholarship record. Successful teaching of a course in the past may qualify a faculty member to teach the course again. This qualification list will be revised as needed and does not preclude the department head and dean from determining course assignments.

##### 6.2.1.1.1 Off-campus teaching assignments, defined as courses that are taught face-to-face at a physical location other than the NMU campus in Marquette MI, during the academic year may be made upon mutual consent of the faculty member and department head and shall be based on the programmatic needs as determined by the dean and the department head. These courses may be offered to qualified members of the bargaining unit or to qualified adjuncts as off campus courses. The department head and dean have final authority to determine such assignments.

- 6.2.1.1.2 Individual full-time instructional faculty members may have the normal twenty-four (24) credit hour on-campus teaching load assignment for the two (2) semester academic year reassigned to include summer, overload, and/or off-campus courses at no additional compensation only at the written mutual agreement of the dean, the department head, and the faculty member.

Under this reassignment option known as “annualization,” all semesters involving a reduced teaching load shall carry an equivalent reduction in all non-instructional duties.

- 6.2.1.2 The normal workload for full-time faculty in the Library and Instructional Support and Counseling and Consultation Departments shall be forty (40) hours per week, with specific work schedules determined by the department head or dean after consultation with the faculty member. LIS and Counseling and Consultation faculty shall also engage in appropriate service, scholarship and professional development activities as identified in departmental bylaws.
- 6.2.1.3 In the case of faculty members who are assigned combined instructional and non-instructional responsibilities, an appropriate proration shall be made consistent with Sections 6.2.1.1 and 6.2.1.2.
- 6.2.1.4 There shall be no fixed scheduling of the times which faculty members shall be required to discharge the faculty members’ professional responsibilities, except as provided in Section 6.4 and except as required by scheduled class assignments and the fixed scheduling of other events which faculty members are required to attend by this Agreement.
  - 6.2.1.4.1 No faculty assignments which span more than twelve (12) hours in a single day may be made unless mutually agreed to by the department head and the faculty member.
  - 6.2.1.4.2 No faculty assignments which exceed five (5) days per week may be made unless mutually agreed to by the department head and the faculty member.

### 6.3 Instructional Responsibilities

- 6.3.1 Learning objectives, course requirements, and the testing methods and criteria to be used in grading shall be communicated to students by means of a syllabus at the beginning of each semester (or session). In accordance with Higher Learning Commission Revised Criteria for Accreditation (3.A.3), syllabuses shall be designed to ensure that “program quality and learning goals are consistent across all modes of delivery and all locations”. Syllabuses for online courses therefore shall include provisions ensuring that instructional contact and methods are equivalent in scope to comparable face-to-face courses. Copies of syllabuses shall be on file in the department office.
- 6.3.2 Students shall be provided timely appraisal of their own progress in each course and shall be provided an opportunity to review all written work on which they have received grades (including final exams which shall be retained by the instructor for one (1) year).
  - 6.3.2.1 All student-initiated appeals of grades shall follow the procedure described in the Northern Michigan University Student Handbook.
- 6.3.3 Faculty shall meet their assigned classes at their scheduled times for the entire period and for the full length of the semester. Any change in time or location of a scheduled class must have prior approval of the department head, and the faculty member is expected to give students timely notification of the change. Allowances will be made for emergency situations.

### 6.4 Academic Advising, Registration, and Student Consultation Responsibilities

- 6.4.1 Full-time faculty shall have advising responsibilities in the week before the beginning of classes and during the semester (or session, if applicable), including advance registration periods.
- 6.4.2 Faculty recognize that being available for consultation with students is essential for student learning and hence an important responsibility. Faculty will be available for consultation with students via posted office hours, individually arranged consultations and electronic communications for one hour per week for each credit of teaching load up to 12. Faculty will be available for a minimum of one-third of these in their offices, laboratories or a professional location approved by the department head.

6.5 Service Responsibilities

6.5.1 All full-time faculty shall have departmental committee responsibilities and shall participate in at least one (1) commencement exercise each academic year. All tenured and tenure earning faculty shall have college or University-wide committee responsibilities.

6.5.2 Faculty may have additional responsibilities such as curriculum development, curriculum coordination, and tasks related to obtaining and maintaining accreditation of academic programs. It is understood that these responsibilities are shared with the department head. These additional responsibilities must be mutually agreed upon by the faculty member and administration. Faculty members may be granted load credit for such activities, as specified in 6.2.1.1.

6.5.3 The faculty and department head of each department shall develop and implement learning outcomes assessment processes as may be required for disciplinary or university accreditation.

6.5.4 The Board and the Association agree that under the terms of this Agreement the Association has important academic governance responsibilities. The exercise of such responsibilities shall be considered University service and shall be evaluated as described in Article V.

6.6 Scholarship and/or Professional Development

6.6.1 Tenure and tenure-earning faculty members shall be expected to engage in appropriate scholarship and/or professional development activities as specified in the departmental bylaws and annual evaluations.

6.7 Academic Support

6.7.1 The Board shall provide each department with support funds for general operations which shall be allocated by the department head in consultation with the faculty.

6.7.2 The Board shall continue to provide academic support in the following areas: clerical services, office supplies, equipment, laboratory supplies, duplicating, campus mail services, office space, research, scholarship, and creative projects, curriculum development, instructional improvement projects, professional development, and an allocation for library expenditures.

6.7.3 The Board shall provide funds at the college level to facilitate bringing academic guests and speakers to the University.

6.7.4 The Board shall make professional development and scholarship funds available to each full-time faculty member with an academic year or full year appointment as follows: \$1,150 for 2021-2022, \$1,350 for 2022-2023, \$1,550 for 2023-2024, \$1,600 for 2024-2025, and \$1,650 for 2025-2026. The primary purpose of these funds is to support approved faculty travel. However, other approved expenditures in support of professional development and scholarship may be made upon the approval of the department faculty and Department Head.

These funds shall be allocated to the department's professional development account on July 1 of each year. The annual professional development funds shall in turn be allocated to each eligible faculty member by the department head.

6.7.4.1 Funds allocated for faculty travel or professional development under Section 6.7.4 and not expended during the fiscal year will be carried forward for professional development in the subsequent fiscal year provided however that on June 30 of each year, any faculty member's total in excess of the sum of the previous three (3) years' allocation will revert to the department's professional development account. On July 1 a faculty member can have a maximum of the previous three (3) years' allocation plus the current year's allocation available for professional development. Due to COVID, we will allow four (4) years' allocation to accumulate during the life of this agreement.

Funds that revert to the professional development account will be made available to the faculty in the department by the department head in consultation with the department faculty as specified in the department bylaws. Department faculty shall be informed of the amount of funds in the individual accounts as well as in the departmental pool by September 15th of each year.

6.7.5 The Board shall allocate supplemental travel or scholarships as follows: \$60,000 each fiscal year of this agreement starting in 2021-2022 and ending in 2025-2026. Support for full-time and contingent faculty travel will be in cases where the faculty member is invited to present a paper or has a significant role in a conference or meeting or in cases where a faculty member attends a special seminar or meeting. Applications for supplemental travel support or

scholarship shall be made through the appropriate dean to the PVPAA. Preference will be given to Contingent Faculty.

- 6.7.6 Any tenured, tenure-earning faculty or continuing contract status member may apply for a reassigned time award, with each award not to exceed four (4) load credits, to support scholarly activity and activity aimed at securing external grant funding. Normally, a faculty member will apply for one (1) award per semester, but a faculty member may apply for up to two (2) awards per semester. An application describing the scholarship activity, the expected outcome, and the amount of reassigned time needed, will be submitted to the department by the end of the first week of either the fall or winter semester. A department committee will evaluate and rank any applications received by the end of the third week of the semester. The Faculty Grants Committee will rank the applications and make a recommendation for awards of reassigned time to the PVPAA by the end of the fifth week of the semester. If approved by the PVPAA such reassigned time will be made for a semester subsequent to the semester of application.
- 6.7.6.1 An individual may be granted reassigned time awards up to three (3) awards in five (5) years and cannot accept an overload assignment during the semester of the reassignment.
- 6.7.6.2 The administration will grant reassigned time awards for scholarship and efforts to secure external grant funding to all faculty who are recommended in accordance with article 6.7.6 provided, however, that the administration shall not be obligated to provide more than twenty-two (22) awards in each year of the Agreement. No more than fourteen (14) awards aimed at non-external funding will be awarded in each year.
- 6.7.7 Grant programs for which the University has allocated state funds and reassigned time for research, curriculum development, and instructional improvement shall be awarded to bargaining unit members on a competitive basis in accordance with Section 3.3.2. This provision shall not be construed to alter the practice for reassigned time or supplemental funds from deans or academic department heads.
- 6.7.8 The Office of Graduate Education and Research shall provide, insofar as possible, clerical and logistical support to faculty members seeking and submitting grants from outside funding agencies or organizations. In order to ensure timely submission of grant applications, faculty shall adhere to the guidelines of the Graduate Education and Research Office.
- 6.7.8.1 University research proposals funded by an outside agency shall not be denied approval or rescinded by the Board except for serious reasons.
- 6.7.9 Faculty who receive funds for travel or scholarship or professional development will prepare a report detailing how this support contributed to scholarship or professional development or the improvement of academic programs at the University. The report will be made in writing and submitted as part of the faculty member's evaluation.
- 6.7.10 The Board shall allocate funds each year of the Agreement for curriculum development and instructional improvement. Allocations for curriculum development and instructional improvement shall be made by the Office of the PVPAA in consultation with the Academic Senate.
- 6.7.11 In each academic year the University will allocate two-hundred forty (240) clock hours of reassigned time for Library and Instructional Support faculty for the purposes of research, publication, and curriculum development. Curriculum development shall include new course preparations. Faculty members may submit applications for such reassigned time to the Dean of Library and Instructional Support along with a plan of work for the reassigned time. Approved applications will be awarded reassigned time within the stated limit.
- 6.8 Consultant and Outside Activities
  - 6.8.1 Full-time faculty members shall undertake consulting and outside work commitments under the following conditions:
    - 6.8.1.1 Prior to accepting any consultation or outside work assignment during the faculty member's appointment period, a faculty member shall advise the faculty member's department head and dean in writing of the scope and duration of the assignment to be undertaken and the employer or agency to be served. Use form "Request for Authorization to Perform Consultant Services" (Appendix B).
    - 6.8.1.2 Such work must not interfere with the faculty member's assigned University responsibilities, both classroom and non-classroom, nor involve a conflict of interest.

- 6.8.1.2.1 In recognition of the difficulty for faculty assigned to the Library and the Counseling Center of identifying time for consulting which does not conflict with assigned work time, the University shall allow four (4) days per year times the number of full-time faculty assigned to the Library or Counseling Center for the purpose of consulting at reasonable times. The available consulting days shall be calculated and distributed separately for the Library and for the Counseling Center. The scheduled dates for such consulting must be mutually agreeable between the faculty member and the faculty member's department head.
- 6.8.1.3 A maximum of eighteen (18) working days may be devoted to outside consultation activities during the regular academic year (fall and winter semesters). Variations in maximum working days may be addressed in the department load credit guidelines (6.2.1.1).
- 6.8.1.4 Equipment, supplies, materials, and clerical services utilized in outside work shall be provided by the faculty member and not by the University. Assistance with such work by University employees should normally be outside regular department working hours and with compensation. Any deviation from this is subject to concurrence with the employee and approval by the department head or direct supervisor.
- 6.8.1.5 If, in the opinion of the department head or dean, outside consulting or outside work interferes with the regular University duties of the faculty member, said faculty member shall be instructed to terminate or substantially modify such work as a condition of continuing employment on a full-time basis or to accept a reduced appointment or to accept a leave of absence without pay for a specified period.
- 6.8.1.6 Exceptions to Sections 6.8.1.1, 6.8.1.3, and 6.8.1.4 may be permitted only by the PVPAA.
- 6.9 Distance Education
- 6.9.1 "Distance education" courses are those credit bearing courses delivered to and taken by students who are not co-located with the faculty member(s) responsible for the course. This includes on-line courses. "Directed studies," as covered elsewhere in the Master Agreement, are excluded from this definition.
- 6.9.2 The teaching of credit bearing distance education courses will be part of a faculty member's assigned load, or be an additional on-campus overload assignment if taught during the fall or winter semester, or be a summer assignment depending upon program needs.
- 6.9.3 The teaching of credit bearing distance education courses for overload assignments will be compensated as specified in Section 9.1.4 when the total enrollment in the course is above ten (10), or at the directed study rate as specified in Section 9.1.4.1 when the total enrollment in the course is ten (10) or fewer.
- 6.9.4 Distance education courses and programs will be developed, approved, and assessed within Academic Affairs according to the same framework of departmental, college, Academic Senate, and administrative oversight as traditional classroom based courses.
- 6.9.5 No distance education teaching assignment may be made unless mutually agreed to by the department head and the faculty member.
- 6.9.6 Enrollment maximums for distance education courses will be no greater than for the same or similar level course offered by that department or program unless mutually agreed to by the faculty member, department head, and dean. This does not exclude the possibility of setting the maximum enrollment lower than the same or similar course offered by the department or program if agreed to by the faculty member, department head and dean.
- 6.10 Other Provisions
- 6.10.1 Unless otherwise negotiated, the faculty member or faculty body who develops course materials shall exercise control, including intellectual property rights, over the future use, modification, and distribution of such instructional material and shall determine whether the materials should be revised or withdrawn from use.
- 6.10.2 Civility and collegiality are hallmarks of a well-functioning university. Members of the university community will strive to interact in a professional and respectful manner.

## ARTICLE VII

### BUDGET REDUCTION: LAYOFF AND RECALL

- 7.1 In the event that the Board determines that reductions in University expenditures are necessary in order to maintain a balanced budget and that such reductions may involve faculty layoffs, the Board, through the President of the University (hereinafter in this Article referred to as the President), shall inform the President's Council of the estimated reductions in total University expenditures. The President's Council shall assist the President in formulating tentative guidelines for reductions including tentative determinations as to the major budgetary areas in which reductions should be considered and the projected amounts thereof.
- 7.1.1 The Board and the Association agree that layoff of faculty is one of the last and most serious steps an institution of higher learning takes. In the event that the Board determines that in its judgment the layoff of faculty may be necessary in the context of budget reductions as described in Section 7.1, it is understood that the Board will initiate procedures in this Article only in the event that it determines that a demonstrably bona fide financial exigency exists. The Board's judgment that the layoff of faculty may be necessary and the Board's judgment that a bona fide financial exigency exists shall not be reviewable in the grievance procedure.
- 7.1.1.1. In the event the University is faced with severe economic problems, or if used to avoid a layoff as specified in Article 7.1.1, the University may temporarily lay off full-time bargaining unit members without application of the provisions in 7.1.1. Such temporary layoffs (furlough days) will not exceed one (1) day per month of appointment. For example, a full-time faculty member on a nine-month appointment would not exceed nine (9) furlough days; a full-time faculty member on a twelve-month appointment would not exceed twelve (12) furlough days. Such temporary layoffs (furlough days) will only be instituted when non-represented employees are asked to temporarily reduce their pay through the use of furlough days, and the amount will not exceed the equivalent percentage pay reduction for non-represented employees. The Association will be notified before such temporary layoffs (furlough days) are implemented. This provision will affect annual leave, salary, and retirement and Social Security contributions only. The furlough days could be taken consecutively or individually, with mutual agreement between the faculty member and department head.
- 7.1.2 Curriculum or academic program changes which entail reduction or reallocation of existing academic positions or programs for reasons other than budget reduction as described in this Article are governed by the applicable procedures described in Article III.
- 7.2 If the tentative determinations as to the major budgetary areas in which reductions should be considered, referenced in Section 7.1, include proposed reductions in the instructional budget, then the President shall inform the Association of the proposed reductions. The Association shall provide to the PVPAA within fifteen (15) calendar days of such notification its written recommendation as to whether a demonstrably bona fide financial exigency exists. In order that due consideration may be given to the recommendations of the Association, the procedures described in Section 7.3 and following will not be initiated for at least twenty (20) days after such notification.
- 7.2.1 The Association may request the Educational Policy Committee (EPC) to review the President's tentative determinations for reductions in the instructional budget or the EPC may review said determinations on its own initiative.
- 7.3 The President's tentative determination for reduction in the instructional budget, including the dollar amount thereof, and a general and concise statement of the reasons, therefore, shall be communicated to the EPC (described in Article III). Based on their ongoing analysis of enrollment patterns and projections, credit-hour data, program staffing requirements, current levels of support, and future program plans, the EPC shall give consideration to the short- and long-term effects of any layoffs. The EPC shall forward its recommendations to the Association, the PVPAA, and the President within twenty (20) days of receipt of the communication of the said determinations. As used in this Article, the term "instructional budget" shall mean the budgets of all academic colleges/divisions and off-campus credit-hour instruction.
- 7.4 If the President, at the President's discretion, initially perceives that the temporal circumstances are such that the fifteen (15) day period specified in Section 7.2 or the twenty (20) day period specified in Section 7.3 may be extended, the President shall in the communications described in Sections 7.2 and 7.3 extend said periods for a specified number of days. If the EPC or the Association perceives a need for more time than is specified, the EPC or the Association may request an extension of the specified time period and the President, at the President's discretion, may grant one (1) or more such requests for extension.



7.5 The President or the President's designee shall, in turn, review the EPC's recommendations with the President's Council and shall finalize a plan for meeting the necessary reductions in University expenditures. If such plan provides for reduction in the instructional budget which may involve faculty layoffs, the President or the President's designee shall so inform the EPC and the Association and shall state the amount of such reduction. Normally this plan will reflect the recommendations of the EPC; however, for serious reasons communicated to the EPC, the President or the President's designee may modify these recommendations.

7.6 The EPC shall have thirty (30) calendar days after receiving the plan (as described in Section 7.5) from the President or the President's designee to make recommendations on economies to be effected within the instructional budget.

Recommendations shall be formulated for budget reductions within the various academic colleges/divisions and units. Opportunities will be given to concerned departments and colleges (including College Advisory Councils [CACs]) to discuss the proposed reduction with the EPC and to propose alternative solutions to the problem. The EPC's recommendations shall be forwarded to the PVPAA, with copies of same to the Association.

7.7 Within twenty (20) days after receiving notification of the EPC's recommendations, the PVPAA shall communicate to the academic deans the required amount of college or unit reductions. Normally the EPC's recommendations will be reflected in the PVPAA's decisions; however, for serious reasons, communicated to the EPC in writing, the PVPAA may modify these recommendations. Within twenty (20) days thereafter the dean shall formulate a plan for meeting the required reductions within the dean's college/division or unit. During this period, the dean shall consult with the dean's CAC and all departments within the college and shall request written recommendations from the departments. After such consultation, each dean shall recommend to the PVPAA the dean's plan for meeting the required budget reductions and shall solicit from the affected departments their recommendations identifying faculty to be given notification of layoff. The department at its option may choose not to submit such recommendations. The dean's recommendations shall normally be consistent with the department's recommendations; however, for serious reasons, consistent with Section 7.11, communicated to the department in writing, the dean may modify the department's recommendations. The dean shall determine those faculty, if any, within the college (or unit) to be notified of layoff, and shall communicate the dean's recommendations to the PVPAA.

7.8 Within fifteen (15) days after receiving the budget reduction plans from the deans, the PVPAA shall give notification to the faculty members who are to be laid off. Normally recommendations for layoff advanced by the deans will be implemented; however, for serious and substantial reasons, communicated to the EPC in writing, the PVPAA may modify such recommendations. Copies of all layoff notifications shall be sent to the Association.

7.9 It is recognized that the circumstances requiring utilization of the foregoing procedures may be such as to make time an important consideration, and, accordingly, it is agreed that should any committee or person fail to submit the committee's or the person's recommendations within the time periods above specified, the process shall proceed to the next step without benefit of such recommendations.

7.10 Full-time faculty members shall not be laid off until after the alternatives below, in order, as applicable, are considered:

- a. Shared load between departments and colleges
- b. Annualized appointments to include off-campus teaching
- c. Reassignment to another department or college
- d. Retraining
- e. Supplementation of teaching with nonteaching duties
- f. Transfer to a vacant nonteaching position in conformity with any applicable union contract or personnel policy
- g. Reduced appointment
- h. Early retirement

In the case of a faculty assignment which is to be made under the jurisdiction of a different department, the affected faculty member will be considered for rank in another department under the current criteria in that department or for assignment to another position with the University for which the faculty member is qualified. If the faculty member does not meet the current criteria for rank, the faculty member will be so informed in writing. To provide for equity, the affected faculty member will be given a reasonable probationary period in which to qualify for rank in the new department. The faculty member will be informed in writing of the additional conditions the faculty member has yet to fulfill in order to qualify for rank in the new department.

- 7.11 The primary criterion to be used in the implementation of layoffs will be the worth of the faculty member (including, for purposes of this paragraph only, part-time teaching personnel) to the particular program and department. The ability of the department to perform satisfactorily the teaching responsibilities assigned to it must be affected as little as possible. Once this programmatic criterion has been met, termination shall take place in the following order:
- a. Part-time teaching personnel
  - b. Special Instructor
  - c. Instructors without tenure
  - d. Assistant Professors without tenure
  - e. Associate Professors without tenure
  - f. Professors without tenure
  - g. Instructors with tenure
  - h. Assistant Professors with tenure
  - i. Associate Professors with tenure
  - j. Professors with tenure
- 7.11.1 Once programmatic and rank criteria have been met, reduction shall take place first among those with less seniority at the University. Seniority shall be determined according to length of full-time active service at the University from the effective date of appointment within that department. In the event that two (2) or more faculty members to be laid off have the same effective date of appointment, the faculty members' seniority shall be determined by possession of the terminal degree. In cases where both or neither faculty member has the terminal degree, seniority shall be determined by the official date on which their highest degree was conferred.
- 7.12 Faculty members laid off from a given department or unit shall be recalled to such department or unit in inverse order of the faculty members' layoff, subject always to the faculty member's ability to carry out the full range of assigned professional responsibilities needed at the time of recall. Recall rights expire after two (2) calendar years from the date of layoff, or upon failure to accept within fifteen (15) days an offer of recall made within such two- (2) year period.
- 7.13 Faculty members who are to be laid off will be given notice of layoffs which is in keeping with the periods for termination notices provided in Section 5.5.4. In extreme situations, it may not be possible to give adequate notice. Except in the most extreme financial circumstances, compensation shall be provided to the faculty member proportionate to the lateness of the notice. (Thus, a second-year faculty member who would ordinarily be notified by December 15 of the faculty member's nonreappointment but who is in fact so notified on April 15, would normally receive an amount of money, in lieu of timely notification, which is the equivalent of multiplying the number of weeks by one-thirty-sixth  $[1/36]$  of the base salary rate in the case of academic year appointments or one-fifty-second  $[1/52]$  of the annual salary rate in the case of twelve- [12] month appointments.)

## ARTICLE VIII

### PAID AND UNPAID LEAVES OF ABSENCE

#### 8.1 Sabbatical Leaves

##### 8.1.1 Purpose

Sabbatical leaves are granted for the purpose of engaging in activities which will enhance the professional growth and effectiveness of the recipients as members of the faculty at the University.

##### 8.1.2 Eligibility

8.1.2.1 All full-time faculty members with tenure or Continuing Contract Status who have completed five (5) years of service at the University, are eligible to apply starting in their sixth (6th) year for sabbatical leave. Years of service will count from the date of full-time appointment at academic rank. If a faculty member has previously been awarded a one-semester sabbatical, they are eligible to apply for another sabbatical after three (3) years of service from the ending date of the previous sabbatical leave (applying in their fourth [4<sup>th</sup>] year). If the previous sabbatical was for two (2) semesters, an applicant is eligible to apply after completing five (5) years of service from the ending date of the previous sabbatical leave (applying in their sixth [6<sup>th</sup>] year). Any exceptions to this will require approval by the PVPAA and the President of the University and will be made only when in the best interests of the University. A faculty member may only submit one sabbatical application per year.

8.1.2.2 Leaves of absence (excepting exchange, visiting, or postdoctoral research leaves and other approved leaves totaling a year or less or other similar leaves approved in advance by the PVPAA) will be excluded in determining years of service counting toward eligibility for sabbatical leaves.

##### 8.1.3 Types of Sabbaticals

###### 8.1.3.1 Professional Development Sabbaticals

8.1.3.1 Sabbatical leaves may be granted to improve a faculty member's professional competencies. The purpose of a professional development sabbatical is to increase a faculty member's value to the University through opportunities for professional renewal, further education, or other experiences of professional value.

###### 8.1.3.2 Research, Scholarship, and Creative Works Sabbaticals

Sabbatical leaves may be granted to enable a faculty member to contribute to the faculty member's discipline through activities which will lead to the publication of a paper or monograph or which will result in the production of a creative work consistent with the four (4) forms of scholarship listed in Article V, Section 5.5.6.2.

##### 8.1.4 Evaluation Criteria

8.1.4.1 Primary criteria used for the ranking of sabbatical applications shall include the merits of the proposal and the benefits of the proposed activity to the faculty member, the department, the University and the profession. Length of service since the previous sabbatical may also be considered. No applicant shall be disadvantaged by their respective academic disciplines. Completeness of the application (See Appendix G) will also be taken into account.

##### 8.1.5 Application Procedure

The Association will maintain an FRC website which will include a cover sheet for sabbatical applications, instructions for the application, and a list and description of sabbaticals awarded each year.

8.1.5.1 In making application, the faculty member shall present a plan for the use of the sabbatical leave which shall include (1) the type of sabbatical requested (see Section 8.1.3); (2) whether one or two semesters of sabbatical leave are being requested (applications that contain proposal plans for both one- and two-semester sabbaticals will not be considered); (3) a description of the scope and nature of the proposed activity; (4) a statement on how the proposed activity will satisfy the criteria in Section 8.1.4; (5) a description of the faculty member's professional qualifications to undertake the activity; (6) detailed information concerning the resources or facilities needed to complete the proposed activity; (7) a projected timetable for the work to be completed

8.1.5.2 Guidelines and Requirements

8.1.5.2.1 Consistent with the provisions of Article IX, the Board will to the extent allowable according to the University's carrier and law provide retirement contribution, medical, dental, and optical coverage, long-term disability coverage, tuition scholarship, and life insurance coverage for faculty members on sabbatical leave. Such benefits will be based on the salary rate the faculty member would have received if the faculty member had remained on full-time status.

The applicant must agree to inform the University of any other salaries, grants, fellowships, or other financial support the applicant expects to receive or does receive while on sabbatical leave. (The total remuneration from the University and other sources shall not exceed the faculty member's salary for the period of the sabbatical leave.) Funding for the faculty member's travel, relocation, or other extraordinary expenses associated with the sabbatical leave activities shall not be included in the limitation on remuneration nor shall the University be responsible for payment of these.

8.1.5.2.2 The applicant must agree to return to the University for one (1) full academic year during the year immediately following the leave period or to repay in full all compensation paid by the University during the period of the leave.

8.1.5.2.3 Faculty may apply for a professional development leave for a period following a sabbatical leave without having to pay the University for compensation paid during the sabbatical. Upon the conclusion of such a professional development leave, the faculty member shall be required to return for a full academic year or to repay in full all compensation paid by the University during the period of the sabbatical leave.

8.1.5.2.4 The applicant must agree to provide the Department Head, Dean and the PVPAA within one (1) semester after returning to the applicant's assigned professional responsibilities a complete report (in writing) on the status of the applicant's accomplishments during the leave.

8.1.5.2.5 The applicant must agree that in the event the applicant does not pursue the work according to the specific purpose for which the leave was granted (unless changed or modified upon approval of the FRC and the PVPAA) the applicant shall forego a raise in compensation and promotion (if applicable) for a period of one (1) year following the applicant's return to active status. The judgment that the above statement is applicable shall rest with the FRC, with the provision that the PVPAA, for serious reasons, may overrule the FRC's judgment.

8.1.6 Review Procedure

8.1.6.1 All applicants for sabbatical leave shall be reviewed and ranked according to the criteria set forth in Section 8.1.4 at the department, college, and University level. Two (2) ranked lists will be maintained at all levels of review, one (1) for each type of sabbatical as specified in 8.1.3. The departmental estimates of replacement costs for sabbaticals will be kept separate from the applications throughout the ranking process so that financial considerations do not affect the ranking of the sabbatical applications through FRC. No new materials may be added to the sabbatical application once it has left the department except upon the specific request of the CAC or the FRC in processing an appeal.

8.1.6.1.1. All committees and administrators reviewing sabbatical applications will use the evaluation rubric on the FRC website. Each reviewing committee member – including administrators – will submit their rubric, and notes if taken, to the committee chair who will send them to the Records Management Department to be archived.

8.1.6.2 The department shall evaluate applications in two (2) ways:

- a. The department shall judge whether or not the application meets the purposes set forth in Section 8.1.3 and shall specifically state its judgment in the materials forwarded to the CAC for each application.
- b. The department shall rank order the applications from those most deserving of funding to those least deserving of funding. Applications which do not sufficiently meet the purposes of Section 8.1.3 shall not be included in this ranking.

Departmental evaluations shall be carried out in accordance with the departmental bylaws with one (1) modification. The department head shall serve as a voting member of the departmental body charged with evaluating sabbatical

applications. The report of the department shall be submitted to the CAC. The same report shall be sent to each applicant in the department at the same time. If the faculty member believes the department has misjudged or misranked the faculty member's application, the applicant may file an appeal to the CAC. In the appeal process, the burden of proof is on the applicant to provide clear and convincing evidence that the ranking or judgment is mistaken. Such an appeal shall be in writing, shall clearly state the reasons for the appeal, shall be submitted on a timely basis as set forth in this Agreement, and a copy of the appeal shall be submitted, at the same time, to the department head.

8.1.6.2.1 For each sabbatical request forwarded to the CAC, the department head shall indicate to the dean the staffing necessary to replace the applicant were the request granted (including acceptable alternative types) using the form available on the FRC website. The replacement must be expressed as full-time equated teaching faculty (FTETF). The department head shall also indicate the anticipated total compensation for the replacement. Replacement options must be selected from among the following:

1. No replacement is necessary
2. Contingent faculty
3. Faculty overload (Section 8.1.7.5)
4. Full-Time Instructor
5. Full-Time Assistant Professor
6. Visiting Professor
7. Adjunct

8.1.6.3 The role of the CAC shall be twofold:

a. The CAC shall review the departmental judgments and rankings and any appeals filed by applicants. All judgments of the CAC shall be based on this information. The CAC may request clarifying information from an applicant who has filed an appeal. The CAC shall give significant weight to the judgments of the department. The CAC may overrule the judgments of the department only for serious reasons which it shall specify in writing to the department and the applicant. While this means that the CAC may alter the rankings within a department only for serious reasons, it does not preclude it from ranking an applicant who finished first in one (1) department below an applicant who finished second or lower in another department.

b. The CAC shall create a rank order of the sabbatical applications in the college for each of the two (2) types of sabbaticals on the basis of its review from the application most deserving of funding to the application least deserving of funding. Applications which do not sufficiently meet the purposes of Section 8.1.3 shall not be included in this ranking.

College evaluations shall be carried out in accordance with the CAC bylaws with one (1) modification. The dean shall serve as a voting member of the college body charged with evaluating sabbatical applications. The report of the CAC, along with forms detailing replacement costs for applications ranked by the CAC, and any separate report by the dean shall be submitted to the FRC. The same report shall be sent to each applicant in the college at the same time. If the faculty member believes the CAC has misjudged or misranked the faculty member's application, the applicant may file an appeal to the FRC. In the appeal process, the burden of proof is on the applicant to provide clear and convincing evidence that the ranking or judgment is mistaken. Such an appeal shall be in writing, shall clearly state the reasons for the appeal, shall be submitted on a timely basis as set forth in this Agreement, and a copy of the appeal shall be submitted, at the same time, to the dean.

8.1.6.4 The role of the FRC shall be threefold:

a. The FRC shall review the college judgments and rankings and any appeals filed by applicants. All judgments of the FRC shall be based on this information. The FRC may request clarifying information from an applicant who has filed an appeal. The FRC shall give significant weight to the judgments of the college. The FRC may overrule the judgments of the college only for serious reasons which it shall specify in writing to the college and the applicant. While this means that the FRC may alter the rankings within a department only for serious reasons, it does not

preclude it from ranking an applicant who finished first in one (1) department below an applicant who finished second or lower in another department.

b. The FRC shall create a rank order of the sabbatical applications in the university for each of the two (2) types of sabbaticals on the basis of its review from the application most deserving of funding to the application least deserving of funding. Applications which do not sufficiently meet the purposes of Section 8.1.4 shall not be included in this ranking.

c. The FRC shall then recommend to the PVPAA an allocation of available sabbatical funds (See Section 8.1.7) taking into account each of the provisions of 8.1 and its subsections.

FRC evaluations shall be carried out in accordance with the FRC bylaws. The report of the FRC shall be submitted to the PVPAA. The same report shall be sent to each applicant in the bargaining unit at the same time. If the faculty member believes the FRC has misjudged or misranked the faculty member's application, the applicant may file an appeal to the PVPAA. Such an appeal shall be in writing, shall clearly state the reasons for the appeal, shall be submitted on a timely basis as set forth in this Agreement, and a copy of the appeal shall be submitted, at the same time, to the Chair of the FRC.

The role of the PVPAA is to review the judgments and rankings of the FRC in consultation with the FRC, as well as to provide the estimated replacement cost to the FRC. Recognizing that sabbatical recommendations advanced by the FRC are the end result of a thorough review process, the PVPAA shall depart from the judgments and ranking of the FRC only for serious reasons. When such an overruling occurs, the PVPAA will notify in writing the FRC, the CAC, the dean, the department head, and the applicant, as well as the Association, of the reasons for the overruling.

All applicants, committees, and academic administrators who have a role in the processing of sabbatical applications shall be notified in writing of the final disposition of all sabbatical applications by the PVPAA. Applications judged not to have sufficiently met the purposes set forth in Section 8.1.3 shall be enumerated but otherwise shall not be identified.

8.1.6.5 All applications for sabbaticals shall be processed according to the following schedule of the academic year preceding the proposed leave period:

**September 15** Applications to department head

**September 29** Departmental judgments and rankings to CAC and dean (and approved applications to Office of Graduate Studies Research)

**October 6** Appeals of department decisions must be received by CAC

**October 21** CAC and dean judgments and rankings to FRC

**October 28** Appeals of CAC and dean decisions must be received by FRC

**November 11** FRC judgments and rankings to PVPAA

**November 18** Announcement of sabbaticals by PVPAA

**November 29** Final adjustment date for accommodated sabbaticals

8.1.6.6 All sabbatical leave proposals approved at the departmental level (under Section 8.1.6.1) shall be simultaneously submitted to the Office of Graduate Studies and Research and the CACs. The Office of Graduate Studies and Research shall communicate to sabbatical applicants existing information regarding external support sources which may be available for travel, stipends, and/or research support. The Office of Graduate Education and Research shall make every reasonable effort to assist sabbatical applicants with the necessary clerical and logistical support in preparing and processing applications for external funding.

8.1.7 Support for Sabbatical Leave

8.1.7.1 The University shall fully fund the number of approved sabbatical leaves each academic year that can be supported by the funds specified in 8.1.7.2. If the full amount of such funding is not used due to a shortage of approved sabbaticals, the funds shall carry over to the next year.

8.1.7.2 No provision of this Agreement shall be construed to require the University to provide more than \$337,719 for 2021-2022, \$344,473 for 2022-2023, \$351,363 for 2023-2024, \$358,390 for 2024-2025, and \$365,558 for 2025-2026 of support for sabbaticals as measured by net replacement compensation costs. If there are unused monies in a given year, they will be carried over to the following years to support sabbaticals.

Costing of sabbatical support shall be for sabbaticals applied for in 2021-2022, 2022-2023, 2023-2024, 2024-2025, and 2025-2026 and offered by the University for the following year.

Net replacement compensation is the total compensation (salary plus fringe benefits) for the replacement instruction (i.e., adjuncts, overloads, or full-time appointments). The money available for sabbaticals each year will be divided between the two (2) types of sabbaticals based on the percentage of applicants. For example, if ten (10) applications out of forty (40) are specifying professional development sabbaticals then twenty-five percent (25%) of the pool will be used for professional development sabbaticals.

8.1.7.3 The PVPAA shall provide to the association, a detailed accounting of net replacement compensation cost for sabbaticals. This will be in the form of a spreadsheet which lists all the applicants for sabbaticals in ranked order and the cost of replacement compensation for each.

8.1.7.4 No sabbatical leave application shall be denied on the grounds that the contribution of an otherwise eligible applicant is required for the continuance of departmental or division programs.

8.1.7.5 Departmental faculty members shall not assume overload teaching responsibilities resulting from sabbatical leaves without additional compensation. Such overload assignments must be approved by the department head and dean.

## 8.2 Unpaid Professional Development Leaves

8.2.1 As approved by the Board, professional study, research, or continuing educational leaves without pay may be granted for up to twelve (12) months, and shall, except for serious reasons, be renewable for a period not to exceed twelve (12) months. Upon the mutual agreement of the faculty member, the administration, and the departmental faculty, the leave may be extended beyond the second twelve (12) month period. Professional development leave, except leave taken to fulfill a degree requirement as specified in the departmental bylaws or any part of Section 5.5.5 of this Agreement, will count toward probationary period for tenure, promotion, and salary increment, subject to the review and approval of the department head, dean, and PVPAA. The conditions of appointment which prevailed prior to granting of leave shall likewise prevail when the faculty member returns to active service. A faculty member granted such leave shall provide to the faculty member's department head by January 1 of the year prior to the faculty member's return a written statement of the faculty member's commitment to return to the University. Failure to provide such notification shall be considered as a resignation.

8.2.2 A faculty member who is granted a professional development leave is entitled to continue University medical benefits as provided in article 9.2 and its subsections.

8.2.3 A faculty member who is granted a professional development leave is entitled to tuition scholarship benefits for the faculty member, spouse, and dependent children as described in Section 9.2.7.

8.2.4 The benefits described in Sections 8.2.2 and 8.2.3 are extended to the faculty member with the stipulation that should the faculty member not return to employment at the University for a period of two (2) years the cost of these benefits must be repaid to the University.

## 8.3 Annual Leave

8.3.1 Full-time, twelve- (12) month faculty members accrue paid annual leave (days per year) according to the following schedule at the faculty members' regular rates of compensation:

Years of Service	Accrual/Year		Max Accrual Limit	
	Hours	Days	Hours	Days
1 through 5	120	(15)	180	(22.5)
6 through 10	160	(20)	240	(30)

11 and above      200      (25)      300      (37.5)

- 8.3.2 Faculty members in Library and Instructional Support who are regularly scheduled to work forty (40) hours per week and whose assigned responsibilities are less than twelve (12) months will accrue vacation at the same accrual rate during the specified period of their appointment.
- 8.3.3 An employee must be compensated for forty (40) hours of the pay period in order to accrue vacation.
- 8.3.4 All leave shall be taken at the mutual convenience of the University and the faculty member at a time approved by the department head, with the provision that the faculty member having a greater length of service shall be given priority consideration. The minimum period of leave is one (1) hour.
- 8.3.5 Newly appointed twelve (12) month faculty members are normally allowed five (5) leave days which may be used and deducted from the faculty members' first year's accumulation. In case of termination, other than by death or military leave of absence, with less than six (6) months of service to the University, any used leave will be deducted from the faculty member's final salary check.
- 8.3.6 Faculty members who resign the faculty members' employment, or who transfer to another internal position in which no annual leave may be earned, may take or be compensated for up to the maximum accrual limit specified above. In the event of the faculty member's death the unused annual leave will be paid to the beneficiary as designated on the NMU Employee Authorization to Disburse Earnings and Allowances Form on file in the Human Resources Department, if any, or to the estate. When a faculty member transfers to a position with a lesser maximum accrual limit, the employee will be paid for any annual leave hours above the new maximum accrual limit.
- 8.3.7 When a holiday is observed by the University during the time that annual leave is being taken, no annual leave will be charged for the holiday.
- 8.3.8 Twelve (12) month faculty members appointed to positions financed by grants will be governed by the grant provisions for annual leave. Every effort shall be made by the University to negotiate grant provisions consistent with University policy.
- 8.4 Personal Leave Days
- 8.4.1 Personal leave days are provided so that full-time, twelve (12) month faculty and faculty assigned to work forty (40) hour work weeks totaling fifteen-hundred sixty (1,560) hours per year (three-quarter [3/4] time) may have paid time off to attend to or care for personal matters.
- 8.4.2 Twenty-four (24) hours of paid personal leave will be granted to each twelve (12) month faculty member and eighteen (18) hours of paid personal leave will be granted to each faculty assigned to work forty (40) hour work weeks totaling fifteen hundred sixty (1,560) hours per year (three-quarter [3/4] time) on July 1 of each year. Personal leave may be used in one (1) hour increments and may be scheduled as needed by the faculty member with prior approval of the department head. Personal leave cannot be carried over into the following fiscal year and will not be paid upon change in employment status.
- 8.4.3 Twelve (12) month faculty members hired between July 1 and December 31 will be granted twenty-four (24) hours of personal leave on the faculty members' date of hire, and faculty members assigned to work forty (40) hour work weeks totaling fifteen-hundred sixty (1,560) hours per year (three-quarter [3/4] time) will be granted eighteen (18) hours of paid personal leave on the faculty members' date of hire. Twelve- (12) month faculty members hired between January 1 and April 30 will be granted twelve (12) personal leave hours on the faculty members' date of hire, and faculty assigned to work forty (40) hour work weeks totaling fifteen-hundred sixty (1,560) hours per year (three-quarter [3/4] time) will be granted nine (9) personal leave hours on the faculty members' date of hire.
- 8.5 Medical Leave
- 8.5.1 To assist full-time faculty members who are unable to work because of personal illness, injury, disability, pregnancy, or childbirth, the University provides paid medical leave. Full-time faculty members are eligible to use up to two-hundred forty (240) hours (six [6] weeks) of medical leave at full salary per fiscal year. Full-time faculty members who have used two-hundred forty (240) hours (six [6] weeks) of medical leave and are unable to return to work, as evidenced by a statement from the faculty members' physician, may be eligible to receive short-term disability as specified in Section 9.2.2.



- 8.5.1.1 Contingent faculty members, excluding those in Library & Instructional Support and Counseling, are eligible to use 1.5 hours of medical leave per contact hour per academic session (rounded up to the nearest full hour). Contingent faculty members are required to report medical leave if it results in absences from the classroom. The leave may be reported in 1-hour increments and does not accumulate from session to session.
- 8.5.1.2 Contingent faculty members in Library & Instructional Support and Counseling are eligible to use medical leave up to the average number of hours worked each week during that academic session. The leave may be reported in 1-hour increments and does not accumulate from session to session.
- 8.5.2 A faculty member who is unable to work because of personal illness, injury, disability, pregnancy, or childbirth must report this fact to the faculty member's departmental office as soon as practical, preferably before the faculty member misses scheduled work, if that is possible.
- 8.5.2.1 The department head shall record absences, regardless of whether the University provides a substitute or the department absorbs the workload.
- 8.5.3 A full-time faculty member who is unable to work for longer than three (3) consecutive calendar days, or who is repeatedly absent for shorter periods, or whose absences follow a pattern, will be required to provide a physician's statement verifying that the absence is due to illness, injury, disability, pregnancy, or childbirth to the Human Resources Department. In cases of an extended absence, the faculty member must provide information, informed by a physician's opinion, on the anticipated duration of the sick leave. Periodic statements from the attending physician may be requested by the Human Resources Department.
- 8.5.4 A full-time faculty member who has been severely ill or who has been hospitalized because of illness or surgery must provide a medical statement to the Human Resources Department attesting to the fact that the faculty member is able to resume the faculty member's assigned duties, including any medical limitations attached thereto. Failure to provide such a medical statement shall be grounds for invoking the provisions of 8.5.8 (involuntary sick leave) or subsections thereof.
- 8.5.5 If the University believes there is reason to require a second opinion to verify that a full-time faculty member is unable to perform all of the faculty member's assigned duties, the University and the faculty member will select a mutually agreed-upon physician with the cost being paid by the University. If bona fide efforts to find a mutually agreed-upon physician have not been successful within twelve (12) working days from when the faculty member is notified a second opinion is necessary, it is agreed that the Mayo Clinic will be asked to provide an appropriate physician to perform the examination with the faculty member's travel expenses, pursuant to the University policy, being borne by the University. The faculty member will remain on sick leave or short-term disability and receive the appropriate salary and benefits while the examination is being conducted. Refusal to be examined or allow the physician to release the results of the examination to the Board will constitute sufficient, non-grievable grounds for the faculty member's sick leave or short-term disability benefits to be terminated and the faculty member being placed on an unpaid illness or disability leave according to Section 8.11.7.
- 8.5.6 A full-time faculty member who suffers an injury compensable under the Workers' Compensation Act and who is awarded such compensation shall be paid the difference between the faculty member's regular wages and payment received under provisions of the Act for a maximum of six (6) consecutive months. A full-time faculty member who has been disabled for six (6) consecutive months and is unable to return to work may, if eligible, apply for long-term disability benefits (see Article IX, Section 9.2.3).
- 8.5.7 In the event that illness or injury prevents a full-time faculty member from fulfilling the faculty member's teaching assignment during the semester, the University shall provide funds to compensate overload assignments assumed by other departmental faculty members or to hire qualified part-time personnel.
- 8.5.8 Involuntary Sick Leave
- 8.5.8.1 If the fitness of a faculty member to continue in the faculty member's responsibilities becomes questionable for reasons of physical or mental health, the appropriate department head along with the PVPAA and/or the PVPAA's designee shall discuss the matter with the faculty member in personal conference. This conference may not occur until and unless the Association has been notified twenty-four (24) hours in advance. An Association representative may be present at the request of the faculty member, and the faculty member may request Association review of the administrative action taken.

- 8.5.8.2 Medical evidence shall be provided only by a qualified physician or psychiatrist who is mutually agreed to by the faculty member and the Board. If bona fide efforts to find a mutually agreed-upon physician have not been successful within twelve (12) working days from when the faculty member is notified an examination is necessary, it is agreed that the Mayo Clinic will be asked to provide an appropriate physician to perform the examination with the faculty member's travel expenses, pursuant to University policy, being borne by the University. A faculty member does not have the right to refuse to be examined. Refusal to allow the physician or psychiatrist to release the results of the examination to the Board shall constitute sufficient, non-grievable grounds for the faculty member being placed on involuntary sick leave. The University shall pay for any portion of the examination not covered by the University's medical insurance carrier.
- 8.5.8.3 In cases in which the continuance of the faculty member, in the judgment of the PVPAA, threatens immediate harm to self or others, the PVPAA shall immediately place the faculty member on involuntary sick leave, and the President of the Association shall be notified of such action.
- 8.5.8.4 In order to determine medical status and continuation of compensable leave, a periodic medical status report is required as requested by the Board.
- 8.5.8.5 Except as specified in Section 9.2.3.5. any action placing a faculty member on involuntary sick leave shall be subject to review under the grievance procedures as specified in Article IV.
- 8.5.8.6 In the event the medical examination results in a finding that the faculty member is unable to discharge the faculty member's duties in a competent manner, the Association recognizes that the Board may have to place the faculty member on involuntary sick leave, with entitlement to any applicable sick leave, short-term disability, or long-term disability payments.
- 8.6 Dependent Care Leave
- 8.6.1 Full-time faculty members who do not accrue annual leave may use sixty (60) hours of paid Dependent Care Leave per fiscal year for the illness or injury to members of the immediate family (spouse or designated individual, children, parents, parents-in-law, brothers, sisters) and any person for whose financial or physical care the faculty member is principally responsible. The name of the designated individual must be on file with the Human Resources Department at least six (6) months prior to utilization of such leave. The sixty (60) hours will be at one-hundred percent (100%) of base wages.
- Contingent faculty shall have paid time off in the amount of sixteen (16) hours per semester to attend to dependent care.
- 8.6.1.1 Once a faculty member uses sixty (60) hours of Dependent Care Leave, additional time required for the care of a family member must be taken as unpaid leave. Because of extenuating circumstances, the PVPAA may grant the faculty member additional time without loss of pay. The University reserves the right to review cases on an individual basis and to require documentation.
- 8.6.1.2 The first forty (40) hours of Dependent Care Leave will not be counted toward the twelve- (12) week mandatory protection offered by the Family Medical Leave Act (FMLA) (see Section 8.11.2).
- 8.6.2 Faculty members who accrue annual leave may use eighty (80) hours of paid Dependent Care Leave per fiscal year for the illness or injury to members of the immediate family (spouse or designated individual, children, parents, parents-in-law, brothers, sisters) and any person for whose financial or physical care the faculty member is principally responsible. The name of the designated individual must be on file with the Human Resources Department at least six (6) months prior to utilization of such leave.
- 8.6.2.1 The first forty (40) hours will be at one-hundred percent (100%) of base wages. The next forty (40) hours will be at seventy-five percent (75%) of base wages. Faculty members who accumulate annual leave will use accumulated and unused annual leave to make up the difference between the seventy-five percent (75%) Dependent Care Leave and full salary.
- 8.6.2.2 Once a faculty member uses eighty (80) hours of Dependent Care Leave, additional time required for the care of a family member must be taken as personal days, annual leave (if applicable), floating holiday (if available), or unpaid leave. Because of extenuating circumstances, the PVPAA may grant the faculty member additional time without loss of pay. The University reserves the right to review cases on an individual basis and to require documentation.

- 8.6.2.3 The first forty (40) hours of Dependent Care Leave will not be counted toward the twelve (12) week mandatory protection offered by the Family Medical Leave Act (FMLA) (Section 8.11.2).
- 8.6.3 A full-time faculty member shall be granted two (2) weeks of leave at full pay within 12 weeks of the birth or adoption placement of a child.
- 8.7 Expert Witness Leave
- 8.7.1 On occasions, faculty members are obligated to testify as court witnesses on subjects upon which they qualify as experts. However, faculty members should not seek obligations and are permitted leave to so serve only when subpoenaed to appear.
- 8.7.2 In testifying as an expert witness, a faculty member necessarily must make preparation for the case-presumably upon the faculty member's own time-and therefore is permitted to retain personally all fees received, whether paid by the court or by the person, firm, or organization for whose witness the faculty member is subpoenaed. An exception, obviously, is the case of prolonged absence from duty which, as in the case of one rendering consultant services, would call for placing the faculty member on leave of absence without salary for the duration of the absence.
- 8.8 Bereavement Leave
- 8.8.1 If a death occurs among members of a faculty member's family, the faculty member will be excused from work without loss of pay in accordance with the following provisions:
- 8.8.2 In the case of a faculty member's parent, spouse or designated individual, mother-in-law, father-in-law, child or stepchild, five (5) days are permitted. The name of the designated individual must be on file with the Human Resources Department at least six (6) months prior to utilization of such leave.
- 8.8.3 A maximum of three (3) days is permitted in the case of a sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandfather, grandmother, grandchild, stepfather, stepmother, half brother, half sister, grandparent-in-law, step-parent-in-law, ward, and dependent persons (foster children or relatives residing in the home).
- 8.8.4 One (1) day is allowed in the case of the death of an uncle, aunt, nephew, or niece.
- 8.8.5 A department head may grant the bereaved faculty member additional time without loss of pay and should take into account extenuating circumstances including time required for travel.
- 8.8.6 Permission will be granted to a reasonable number of faculty members who wish to attend the funeral of a fellow employee or former employee, provided the faculty members return to the faculty members' responsibilities after the funeral. Faculty members who serve as pallbearers at the funeral of a colleague or former colleague will not lose pay because of the faculty members' absence.
- 8.9 Jury Duty Leave
- 8.9.1 Faculty members shall be granted jury leave with pay for the period the faculty members are required to serve. Such leave shall be coordinated with the department head. With the exception of reimbursable expenses, compensation received by the individual for time spent performing jury duty on working days shall be remitted to the University. Checks for jury duty should be endorsed to Northern Michigan University and forwarded to Financial Services with a memorandum that includes the dates of the jury duty. A faculty member is expected to report for regular University assignment when temporarily excused from attendance at court.
- 8.10 Holidays
- 8.10.1 The following holidays are observed by the University: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and December 25.

- 8.10.2 In addition to the holidays stated above, twelve (12) month faculty members are eligible for the following seasonal bonus days. Each fiscal year the University will schedule six (6) seasonal bonus days. One (1) seasonal bonus day will be the day after Thanksgiving, one (1) will be the day before or after December 25, and one (1) will be the day before or after New Year's Day. It is the intention to designate the week between December 25 and New Year's Day a "Holiday Week." Any additional days may be designated by the University on another date or left as "floating" seasonal bonus days for the faculty members to schedule as the faculty member's desire.
- 8.10.3 A holiday or seasonal bonus day falling during a scheduled period of annual leave or sick leave will not be charged against annual leave or sick leave. If a faculty member is absent on the working day immediately preceding or immediately following the holiday, the faculty member will not be paid for the holiday unless the absence is excused.
- 8.10.4 No holidays or seasonal bonus days will be "cashed out."
- 8.10.5 Whenever one of these holidays falls on Saturday, the preceding Friday will be observed. When the holiday falls on Sunday, the following Monday will be observed.
- 8.11 Unpaid Leaves of Absence
- 8.11.1 Child Care Leave
- Faculty members who have been employed for at least one (1) calendar year (two [2] full semesters) shall be eligible for Child Care Leave without pay following the birth or adoption of a child.
- 8.11.1.1 Eligible faculty members must exhaust leave available under the provisions of the FMLA prior to being eligible for a Child Care Leave. Such FMLA Leave will be deducted from the period allowed under the Child Care Leave provisions. Faculty members shall have a right to a Child Care Leave extending for a period of three (3) months or one (1) academic semester (with the department head having the discretion of final approval of the period of three [3] months or one [1] academic semester). Child Care Leaves may be renewed, at the discretion of the department head, for a period up to a maximum of one (1) year for twelve (12) month appointments or two (2) regular academic semesters for less than twelve (12) month appointments.
- 8.11.1.2 Child Care Leave time exceeding one (1) semester shall not be counted toward tenure or promotion, but the taking of Child Care Leave shall not otherwise prejudice future tenure or promotion consideration.
- 8.11.1.3 During the period of Child Care Leave, group medical, dental, optical, and life insurance coverage may be continued at the faculty member's expense in accordance with the University's regulations.
- 8.11.1.4 During the period of a Child Care Leave, a faculty member does not earn annual leave or sick leave, and is not eligible for holiday pay.
- 8.11.1.5 In order to be eligible for Child Care Leave benefits, the faculty member shall notify the department head in writing and comply with the following requirements:
- a. The faculty member shall notify in writing, the faculty member's department head, of the expected date of Child Care Leave, as early as possible, in order that the search for a suitable replacement may begin. Such notice shall include a statement as to whether the faculty member intends to return to a position after termination of the Child Care Leave. Child Care Leave will begin for a faculty member at the date the doctor determines they are unable to continue their duties or sooner at their request.
  - b. Requests for extension of the initial three (3) month or academic semester Child Care Leave shall be submitted in writing to the department head within thirty (30) days prior to the expiration of the leave.
- 8.11.2 Family and Medical Leave Act (FMLA) Leave
- The provisions of this article are intended to comply with the family and medical leave act of 1993, and as amended, and any terms used from the FMLA will be as defined in the act. To the extent that this article is ambiguous or contradicts the act, the language of the act will prevail. Except as expressly provided in this article, these FMLA provisions do not impair any rights granted under other provisions of this agreement. The link to the department of labor website and FMLA detail can be found at: [HTTP://WWW.DOL.GOV/WHD/FMLA/INDEX.HTM](http://www.dol.gov/whd/fmla/index.htm)

- 8.11.2.1 A faculty member is eligible for a FMLA Leave if the faculty member has been employed by the University for the equivalent of one (1) year and at least twelve-hundred fifty (1250) hours during the twelve (12) month period immediately preceding the faculty member's request for leave or the date on which the leave commences, whichever comes first.
- 8.11.2.2 Subject to the notice and certification requirements described below, an eligible faculty member may request and will be granted up to twelve (12) workweeks of unpaid FMLA leave during any twelve (12) month period for one (1) or more of the following events:
- a. the birth of a child and to care for the newborn child within one year of birth
  - b. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
  - c. to care for the employee's spouse, child, or parent who has a serious health condition
  - d. a serious health condition that makes the employee unable to perform the essential functions of their job
  - e. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty"
- 8.11.2.3 The taking of a FMLA Leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced; provided, however, that nothing in this sentence shall be construed to entitle any faculty member who returns from leave to the accrual of any seniority or employment benefits during the period of the leave or to any right, benefit, or position to which the faculty member would have been entitled had the faculty member not taken the leave.
- 8.11.2.4 Faculty members who take a FMLA Leave for the intended purpose of the leave shall be entitled, on return from the leave, to be restored by the Employer to the position of employment held by the faculty member when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
- 8.11.2.5 During the period of a FMLA Leave, the Employer shall maintain coverage under any group health plan as defined by the FMLA for the duration of such leave and at the level and under the conditions coverage would have been provided if the faculty member had continued in employment for the duration of the leave; provided, however, that the Employer may recover the premiums paid for maintaining coverage for the faculty member under such group health plan during the period of a FMLA Leave if the faculty member fails to return to work for reasons other than the continuation, recovering, or onset of a serious health condition entitling the member to leave under Sections 8.11.2.2 (c), (d) or (e), or other circumstances beyond the faculty member's control. The Employer may require certification of inability to return to work as specified and allowed by the FMLA.
- 8.11.2.6 If the requested leave is for the birth/care of a child, the placement of a child for adoption or foster care, or to care for a spouse or designated individual, child, or parent who has a serious health condition, the faculty member is first required to exhaust any available paid vacation leave and necessity leave (e.g., personal leave days, Family Care Leave). Upon exhaustion of the paid leave, any portion of the remaining twelve (12) workweeks of leave shall be unpaid.
- 8.11.2.7 If the requested leave is due to the faculty member's serious health condition, the faculty member is first required to exhaust any available paid sick leave and short-term disability. Upon exhaustion of the paid leave, any portion of the remaining twelve (12) workweeks of leave shall be unpaid.
- 8.11.2.8 An unpaid family leave of up to twelve (12) workweeks for the birth/care of a child or for the placement of a child for adoption or foster care may be taken at any time within the twelve-(12) month period which starts on the date of such birth or placement of adoption or foster care. However, regardless of when the leave becomes effective, it will expire no later than the end of the twelve (12) month period. For example, a faculty member who requests a leave at the start of the twelfth month (of the twelve [12] month period from the date of birth or placement) is entitled to only four (4) workweeks of unpaid leave. Upon request of the faculty member and the recommendation of the department head, the dean may approve an unpaid Child Care Leave as specified in Section 8.11.1 to immediately follow the FMLA Leave providing the faculty member gives at least thirty (30) days' notice.
- 8.11.2.9 Spouses, both of whom are employed by the Employer are limited to a combined total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for the birth/care of the spouses' child, placement of the spouses' child for adoption or foster care, or for the care of a parent with a serious health condition. However, each faculty member may use up to twelve (12) workweeks of unpaid leave during any twelve (12) month period to care for the

faculty member's child or spouse or designated individual who is suffering from a serious health condition, or if the leave is necessitated by the faculty member's own serious health condition.

- 8.11.2.10 An eligible faculty member who foresees that the faculty member will require a leave for the birth/care of a child or for the placement of a child for adoption or foster care, must notify, in writing, the department head and dean not less than thirty (30) calendar days in advance of the starting date of the leave. If not foreseeable, the faculty member must provide as much written notice as is practicable under the circumstances.
- 8.11.2.11 An eligible faculty member who foresees the need for a leave of absence due to planned medical treatment for the faculty member, the faculty member's spouse or designated individual, child, or parent, should notify, in writing, Human Resources Office as early as possible so that the absence can be scheduled at a time least disruptive to the Employer's operations. Such a faculty member must also give at least thirty (30) calendar days' written notice, unless impractical in which case the faculty member must provide as much written notice as circumstances permit.
- 8.11.2.12 If the requested leave is to care for a spouse or designated individual, child, or parent who has a serious health condition, the faculty member will be required to file with the Employer in a timely manner a health care provider's statement that the faculty member is needed to care for the son, daughter, spouse or designated individual, or parent and an estimate of the amount of time that the faculty member is needed for such care.
- 8.11.2.13 If the requested leave is because of a serious health condition of the faculty member which renders the faculty member unable to perform the functions of the faculty member's position, the faculty member may be required to file with the Employer the physician's or health care provider's statement as allowed by the FMLA.
- 8.11.2.14 Under normal circumstances, a class should be conducted from beginning to end by a single instructor. Leaves taken under this Article have the potential of disrupting classes, since the classes will be taught by more than one instructor. In order to keep this disruption to a minimum, the University may deem it wise not to return the faculty member to the classroom for the conclusion of the semester in which a leave is taken. In these cases the University may require the faculty member to transfer temporarily to an alternative position, offered by the University, for which the faculty member is qualified and which has equivalent pay and benefits.
- 8.11.2.15 Leaves taken under Sections 8.11.2.2 (a) or (b) shall not be taken intermittently unless the Employer and the faculty member agree otherwise. Subject to the limitations and certifications allowed by the FMLA Leaves taken under Sections 8.11.2.2 (c), (d) or (e) may be taken intermittently or on a reduced leave schedule when medically necessary; provided, however, that where such leave is foreseeable based upon planned medical treatment, the Employer may require the faculty member to transfer temporarily to an available alternative position offered by the Employer for which the faculty member is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the faculty member's regular position.
- 8.11.2.16 A faculty member on an approved leave under this Section 8.11.2 must maintain communication with the Human Resource Office regarding the faculty member's status and intent to return to work upon conclusion of the leave.
- 8.11.2.17 In any case in which the Employer has reason to doubt the validity of the health care provider's statement or certification for leaves taken under Sections 8.11.2.2 (c), (d), or (e), the Employer may, at the Employer's expense, require second and third opinions as specified by the FMLA to resolve the issue.
- 8.11.3 Military Leave of Absence
  - 8.11.3.1 The University will abide by federal and state laws to rehire employees who entered the armed forces while employed by the University, if they reapply within thirty (30) days from the date they leave active duty.
  - 8.11.3.2 Faculty members who have been called into active military service of the Armed Forces of the United States, including the National Guard, Officer Reserve Corps, or similar military organizations, shall be accorded a leave of absence without pay or compensation for such period of service. Any such faculty member shall be restored to the position the faculty member left or a comparable one for at least as many months as there shall remain in the faculty member's employment agreement at the time of the faculty member's entry into active service.
  - 8.11.3.3 Military leave time shall not be considered an interruption of service toward tenure; that is, years of service prior to the leave will count toward tenure. However, no credit should be earned toward promotion while on military leave. Exceptions to this policy shall be governed by the applicable federal and state statutes as interpreted by the decisions of the courts.

- 8.11.4 Personal Leaves
- 8.11.4.1 As approved by the Board, personal leaves without pay may be granted in cases of exceptional need for up to six (6) months. Any such leave exceeding one (1) semester shall not be counted toward tenure or promotion or for computing salary increments. These leaves may be extended by the PVPAA upon recommendation of the dean for up to one (1) year.
- 8.11.5 Political Activity Leave
- 8.11.5.1 As citizens, faculty members have the same rights and responsibilities of free speech, thought, and action as all citizens.
- 8.11.5.2 Prior to formal public announcement of intended candidacy for a political office or an impending political appointment, a faculty member shall so inform, in writing, the faculty member's department head or dean and the President of the University.
- 8.11.5.3 Faculty members who engage in political activity will be expected to meet all of the faculty members' obligations unless leave of absence without pay is taken for the period involved. Such leave shall not count toward meeting the requirement for any probationary period. In the case of candidacy (including primary contests) for or election to a local or county office, the taking of a leave of absence without pay shall not be required unless the political activity interferes with the faculty member's normal duties. In the case of candidacy for or election to a state or national office or position, a leave of absence without pay shall be required unless it is mutually agreed that the faculty member can continue to fulfill the faculty member's University obligations.
- 8.11.5.4 University facilities and services are not to be used by faculty members running for political office or in campaigning for specific candidates.
- 8.11.5.5 For purposes of this contract, "Political Activity" shall denote candidacy for, election to, or appointment to a political position or office.
- 8.11.6 Continuation of Fringe Benefits and Coverage During Leaves
- 8.11.6.1 Faculty members granted personal leave, political activity leave, or public service leave will not be provided fringe benefit coverage at the expense of the Board. Faculty members who are granted leave of absence without pay should make arrangements for continuation and full premium payment coverage for medical benefits with the Human Resources Department well in advance of the faculty members' departure from campus.
- 8.11.7 Illness or Disability Leave
- 8.11.7.1 Faculty members who are not eligible for or who are denied long-term disability benefits may apply for a leave for illness or disability as follows:
- a. A faculty member who (1) is unable to work because of personal sickness or injury including pregnancy and pregnancy-related disability and (2) has exhausted sick leave pay and short-term disability benefits under Article IX shall be granted a leave of absence without pay upon request in writing and upon the Human Resources Department receiving satisfactory written evidence of disability.
  - b. The leave of absence shall be for the period of continuing disability, but not to exceed six (6) months.
  - c. A full-time faculty member shall be permitted to continue coverage of the Medical Plan dental, optical and group life insurance equal to one (1) time the regular annual salary for faculty members on an approved leave of absence due to sickness or disability (including those receiving Workers' Compensation benefits) pursuant to the terms set forth in Section 9.2. However, those full-time faculty members who have supplemental life insurance or normally have dental and/or optical premium deductions are responsible for contacting the Human Resources Department regarding maintaining payments at the faculty members' expense.
- 8.11.7.2 Faculty members who receive benefits under the Long-Term Disability Program will be considered to be on an illness or disability leave to a maximum length of time as specified in Section 9.2.3.

**ARTICLE IX**  
**COMPENSATION (SALARY AND FRINGE BENEFITS)**

9.1 Salary

9.1.1 Minimum Salaries

	7/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025
Professor	\$82,177	\$83,821	\$85,497	\$87,634	\$89,825
Associate Professor	\$67,123	\$68,465	\$69,834	\$71,580	\$73,370
Assistant Professor	\$54,791	\$55,887	\$57,005	\$58,430	\$59,891
Instructor	\$45,654	\$46,567	\$47,498	\$48,685	\$49,902

The above minimum base salaries shall apply for all full-time bargaining unit members effective at the beginning of the appointment period for each academic year. Faculty on twelve (12) month appointments shall have a minimum base salary of one hundred twenty-five percent (125%) of the amounts listed above. Minimums for FY 2021-22 will take effect according to state law.

9.1.1.1 Minimum salaries per credit of teaching load for contingent faculty shall be:

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Contingent Professor	\$1,579	\$1,611	\$1,643	\$1,684	\$1,726
Contingent Associate Professor	\$1,434	\$1,463	\$1,492	\$1,529	\$1,567
Contingent Assistant Professor	\$1,304	\$1,330	\$1,357	\$1,391	\$1,426
Contingent Senior Instructor	\$1,142	\$1,165	\$1,188	\$1,218	\$1,248
Contingent Instructor & Contingent Special Instructor	\$1,088	\$1,110	\$1,132	\$1,160	\$1,189

Contingent pay periods shall follow the same ten (10) pay periods as for full-time faculty for each academic semester.

9.1.1.2 Initial salary at the time of hire for full-time faculty, with the exception of sabbatical replacements, will be determined in the following order:

- 1) if there is another faculty member with the same CIP (classification of instructional program) code and rank currently employed in the hiring department, the current faculty member's base salary minus 1% for each year that the current faculty member has been in rank.
- 2) if there is no other faculty member with the same CIP code and rank currently employed in the hiring department, the average salary for that rank and CIP code in the current CUPA salary survey if it is equal to or above the respective minimum salaries in 9.1.1.
- 3) if salary data is not available in the current CUPA survey, the most recent average for the relevant rank taken from CUPA 'All disciplines and All Institutions Combined', times the CUPA market factor of the next highest rank.
- 4) salary minimums in 9.1.1 if these are higher than a salary determined by any of the above methods.

9.1.1.2.1 Initial salary as determined above will be multiplied by 1.25 for faculty on twelve- (12)month appointments.



9.1.1.2.2 If an existing faculty member is hired into a new position, for example moving from a term position to a tenure-earning position, a new initial salary will be calculated using 9.1.1.2 or 9.1.1.2.1.

## 9.1.2 Salary Increases

9.1.2.1 All full-time faculty who had a full-time assignment for either the fall or winter semester of the previous academic year as agreed to by the Board and the Association, shall have the faculty members' previous year's base salaries increased by the following amounts:

2021: two and one-half percent (2.50%)

2022: two percent (2.00%)

2023: two percent (2.00%)

2024: two and one-half percent (2.50%)

2025: two and one-half percent (2.50%)

In 2021, the increase goes into effect at the initiation of this agreement. For years 2022, 2023, 2024, and 2025, the increase goes into effect on July 1 of that year.

In 2021, at the initiation of this agreement, and after the base salary increase for year one is applied, all current full-time faculty will receive a one-time payment of 2.50% of their 2021-2022 base salary.

In 2021, at the initiation of this agreement, all contingent faculty with teaching assignments for the fall of 2021 will receive a one-time payment of 1.00% calculated using their total per credit teaching salary and course load for fall 2021 only.

9.1.2.1.1 Although this Agreement is in full effect until June 30, 2026, if either party wishes to reopen compensation items specific to Sections 9.1.2.1 (ATB Salary), 9.1.2.2 (Promotions), 9.1.4 (Additional Teaching Assignments) and 9.1.6.1 (Summer College Assignments) to renegotiate base salary, promotion increases, additional assignment rates and summer pay as currently stated for the last two years of this agreement, written notice must be served upon the other party at least one-hundred twenty (120) calendar days prior to July 1, 2024. If notice is given by either party, it serves to reopen negotiations by both parties as to whether salaries (specific to the Sections stated above) should be increased or decreased for the remaining term of this Agreement.

## 9.1.2.2 Promotions

Faculty members who received promotions shall have their prior year base salary increased as follows prior to any across the board increase for that year (increase is effective as of June 30 for the following fiscal year):

### **Promotions effective 2021-2022 through 2025-2026:**

To Assistant Professor:

3% of the faculty member's prior year base salary plus \$6,184

To Associate Professor:

3% of the faculty member's prior year base salary plus \$8,049

To Professor:

3% of the faculty member's prior year base salary plus \$10,416

## 9.1.2.3 Salary Inversion

It is the intent of Northern Michigan University to remedy inappropriate salary inversions resulting from promotions. The University and the Association agree to institute a Faculty Salary Inversion Review Committee, composed of

three (3) members appointed by the Association and three (3) members appointed by the PVPAA to monitor salary inversions that may arise from the promotion structure in the 2021-2026 Agreement and to recommend adjustments to the PVPAA. The Review Committee shall meet and make its recommendations to the PVPAA as soon after salary increases have been implemented as practicable.

A potential salary inversion arises when the salary of a newly promoted faculty member is greater than colleagues at the same rank and in the same discipline. Not every inversion needs to be adjusted, however. If a faculty member with extraordinary attainments and accompanying above average salary is promoted and has a post-promotion salary larger than others at the new rank, then there is no *prima facie* reason to adjust the inverted salaries.

### **Principles**

The treatment of salary inversions will be guided by the following principles:

PRINCIPLE: Potential salary inversions will only be considered for faculty who share the same Classification of Instructional Programs (CIP) code.

PRINCIPLE: Inverted salaries will only be adjusted if these salaries do not reasonably reflect professional attainment, market and years in rank.

PRINCIPLE: A faculty member with an above average starting salary will be exempted as the cause of a salary inversion using the following procedure:

1. Define the target salary to be the average CUPA-HR salary for new Assistant Professors or interpolated salary (such as a factor based on CUPA-HR average salary, years experience or years in rank) as appropriate.
2. Define the appointment salary to be the salary we negotiate with the successful applicant.
3. If the appointment salary for a faculty member is greater than the target salary, by an amount agreed upon by the committee, then it is agreed this person will not be the trigger for any subsequent salary inversion.

Those identified as being exempt as a trigger for a salary inversion will be forwarded to the AAUP at time of hire and a database to track exempted faculty will be maintained.

PRINCIPLE: A faculty member who receives a merit increase according to Article 9.1.2.4 will be exempted as the cause of a salary inversion.

### **Salary Inversion Adjustments**

Salary inversions that arise from promotions, other than from those exempted faculty, shall be adjusted as follows:

Adjustment = 100% of salary difference + \$100 for each year in rank up to a maximum of five (5) years in rank.

It is understood this scheme might lead to excessive adjustments, and limits on the overall award may be necessary.

#### 9.1.2.4. Merit Awards

9.1.2.4.1 Merit awards may be distributed by the PVPAA. These awards will be made according to the criteria published by the PVPAA. Nominations for the awards can be made by an individual faculty member, the departmental faculty, or the department head to the dean of the faculty member's college. The Association will be notified in writing of merit awards. The Board's decisions in making these individual merit awards shall not be grievable.

9.1.2.4.2 Faculty who have held the rank of Professor for at least nine (9) fall and winter semesters may apply for merit awards in the amount of \$5,000 not to base. Faculty are eligible to receive merit awards once every five (5) years. Criteria for such an award are the same as those required to earn promotion to the rank of Professor as specified in Article V of this agreement and departmental bylaws using an evaluation period that begins at the time of successful application for promotion to the rank of Professor, or since the last successful application for this type of merit. The application will consist of the regular five-(5)-year evaluation materials and a current curriculum vitae. If more than five (5) years have passed since a successful application for promotion to Professor or the last application for a merit award, the faculty member may include in their application all years since their successful application for promotion to Professor or their previous merit award.

Faculty will submit applications to their departmental evaluation committee by February 1. The evaluation committee will deliver its evaluations of proposals to the FRC by April 1. The FRC will make a recommendation for merit awards to the Dean of Graduate Education and Research by April 15. Merit awards will be announced by the Dean of Graduate Education and Research by April 25 and will appear in the last paycheck of the winter semester.

No provision of this Article shall be interpreted so as to compel the University to make more than 8 merit awards per year.

### 9.1.3 Effective Dates of Salary Increases

9.1.3.1 Salary increases shall be effective at the beginning of the respective appointment periods.

9.1.3.2 A faculty member on a Term appointment is eligible for salary increases under Section 9.1.2 of the Agreement, so long as the faculty member's appointment represents a continuation of the full-time position held the previous year.

### 9.1.4 Additional Teaching Assignments

All additional teaching assignments for full-time faculty, other than directed studies, director or reader of a graduate thesis, or director of graduate research or graduate practicum, which are concurrent with normal teaching assignments, shall be compensated at the rate of \$1,100 per credit hour for the Fall 2021 semester. Starting in the Winter 2022 semester, the rate will be calculated as 0.025 x the number of teaching load credit hours x base salary, with the maximum amount per credit hour of \$1,825 in Winter 2022, \$1,825 in 2022-2023, \$1,825 in 2023-2024, \$1,825 in 2024-2025, and \$1,825 in 2025-2026.

All additional assignments for contingent faculty, other than directed studies, which are concurrent with normal teaching assignments, shall be compensated at a rate equivalent to that provided in 9.1.1.1.

9.1.4.1 Directed study courses, if approved by the department head and the dean, will be compensated at the rate of:

\$130 per credit hour per student for an undergraduate course and \$165 per credit hour per student for a graduate course for 2021-2022 and the life of this agreement;

The request for a directed study course must contain both a description of the plan of study as well as a rationale for it being offered. All directed study courses, whether for pay or on load, must be approved by the department head and the dean and shall normally be limited to four (4) credits per semester by each faculty member.

9.1.4.2 Graduate Research, Practicum, and Theses must be approved by the department head and dean. Subsequently, faculty will identify whether they will receive load credit (as specified in their departmental load calculation document required by 6.2.1.1) or monetary compensation (as specified in 9.1.4.2.1)

9.1.4.2.1 The director or reader of a graduate thesis, or director of graduate research or graduate practicum, shall be compensated for the effort according to the following:

- Directors of a Doctoral thesis, dissertation, or project shall be compensated at a rate of \$2,000 per thesis or project. Payments may be made incrementally to correspond with the student's progress.
- Readers of a Doctoral thesis, dissertation, or project shall be compensated at a rate of \$500 per thesis or project.
- Directors of an MS/MA/MFA thesis shall be compensated at a rate of \$900 per thesis.
- Readers of an MS/MA/MFA thesis shall be compensated at a rate of \$300 per thesis.
- Directors of research projects, and supervision of a practicum shall be compensated at a rate of \$300 per project or practicum.

9.1.4.2.2 The number of directors, readers, and supervisors of graduate work shall be no more than:

- a) One (1) faculty director per Doctoral thesis or dissertation
- b) Two (2) faculty readers per Doctoral thesis or dissertation
- c) One (1) faculty director per MS/MA/MFA thesis
- d) Two (2) faculty readers per MS/MA/MFA thesis
- e) One (1) faculty director per graduate research project
- f) One (1) faculty supervisor per graduate practicum

9.1.5 Off Campus and Field Courses

9.1.5.1 Off campus and field courses shall be part of a faculty member's assigned load, or be an additional overload assignment if taught during the fall or winter semester, or be a summer assignment depending on program need.

9.1.5.2 Reimbursement for meals and lodging shall be in accordance with existing University policies.

9.1.5.3 State vehicles shall be used for transportation if available, otherwise faculty members shall be reimbursed for the use of personal cars according to University policy

9.1.6 Summer College Salary

9.1.6.1 Summer College assignments for full-time faculty, except when Summer College assignments are part of an annualized load, starting in Summer 2022, shall be compensated at the rate of 0.025 x the number of teaching load credit hours x preceding academic year's base salary (including faculty whose promotions take effect on June 30). The maximum amount per teaching load credit hour is \$2,050 in Summer 2022, and then \$2,050 in all remaining years of the Agreement.

All Summer College assignments for contingent faculty, other than directed studies, shall be compensated as provided in 9.1.1.1.

9.1.6.2 Summer College teaching assignments shall be based upon programmatic needs as determined by the department head and dean. Summer College assignments shall not be made except by mutual agreement between the Board and the faculty member. Such assignments shall be offered to qualified members of the bargaining unit prior to nonmembers of the bargaining unit with priority, in the order of 1) tenured/tenure-earning faculty, 2) term/continuing contract status faculty, and 3) contingent faculty.

9.1.6.3 Faculty shall not have, in any one (1) year, Summer College appointments which exceed a total of an eight (8) credit-hour teaching load or its equivalent, unless approved by the department head and dean.

9.1.6.4 No provision of this agreement shall be interpreted so as to compel the university to give a teaching assignment to a contingent faculty member that would result in a full-time appointment.

9.2 Fringe Benefits

9.2.1 Hospitalization and Medical Benefits

9.2.1.1 The Board will, during the life of the Agreement, maintain and contribute to the cost of the current hospitalization and medical program for full-time faculty members. The health plan year (HPY) is January through December.

Effective January 1, 2016, the University will offer the Community Blue PPO with ECM \$2000/\$4000 plan. The Board has elected the 80%/20% requirements of Section 4 of the Publicly Funded Health Insurance Contribution Act (Act 152 of 2011), hereinafter referred to as the "Act", for the immediate future. Accordingly, the University will pay no more than 80% of the total annual costs of the medical benefit plan selected above. Employees will pay 20% of the total annual costs of the medical benefit plan selected above. For purposes of this provision, total annual costs includes the premium or illustrative rate of the medical benefit plan, administrative fees, stop loss reinsurance, fees and taxes mandated by state and federal law, and all employer payments for reimbursement of co-pays, deductibles, payments into health savings accounts, flexible spending accounts or similar accounts used for health care, but does not include the costs of dental and vision and does not include beneficiary-paid co-payments or beneficiary payments into health savings accounts, flexible spending accounts or similar accounts used for health care. The employee's share of premium or illustrated rates will be paid via payroll deduction. The election by the University under Section 4 and 8 of PA 152 may be made annually. If, during the life of this Agreement, the University fails to elect 80%/20%, by default the University will instead use the "hard caps"; the parties will promptly negotiate the effects of this decision on the bargaining unit.

9.2.1.1.1 The Employer may withhold \$2.50 per covered employee per year to help fund wellness activities of the Wellness Committee. The University also agrees to contribute \$2.50 per covered employee per year for this purpose.

The Wellness Committee will consider and discuss various health care issues and concerns.

9.2.1.1.2 The Union authorizes the Employer to withhold the faculty member's health contribution limit through payroll deduction. Deductions for co-share amounts of the estimated average employee cost for participating employees will be payroll deducted on a pay-as-you-go bi-weekly schedule through the NMU premium conversion plan, which means that contributions will be withheld in such a way that they are not subject to state, federal, social security, or Medicare withholding. The dollar amounts of withholding may be increased or decreased annually without further specific authorization, corresponding to the estimated average employee cost noted above, provided that employees receive thirty (30) days advance notice of the amount of any increase in withholding.

If it is determined that an employee has paid more than the actual amount owed due to an error, the bargaining unit member will be issued a refund. The refund will be processed during the earliest possible payroll cycle and the union president will be notified.

9.2.1.1.3 In the event of a faculty member's death, the University shall continue for twelve (12) months the medical benefits for:

- The faculty member's surviving spouse
- The dependent children of the faculty member
- The dependent children of the spouse

These same individuals are further eligible for hospitalization and medical benefits consistent with the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) by paying the University the necessary premiums for an additional twenty-four (24) months.

9.2.1.1.4 In the event that the employer exercises its right to change insurance carriers, including third party administrators, any substantial changes in coverage would be subject to the provisions of the collective bargaining process. The Association and representatives of the Board will hold a special conference to discuss any proposed future changes to health care prior to any implementation action.

9.2.1.1.5 Contingent faculty shall have access to the health services of the university health care center. Payment for the cost of such services will be the responsibility of the contingent faculty member. Office visits will be at no cost to the contingent faculty member. Contingent Faculty will have access to the NorthStar EAP services.

9.2.1.1.6 In the event that federal Patient Protection and Affordable Care Act is repealed or rendered ineffective as a result of voter, judicial determination, or legislative action, or in the event of the creation of federal "single-payer" or "medicare-for-all" plans, the provisions in section 9.2.1.1 shall be immediately subject to renegotiation via a memorandum of understanding in effect for the duration of this Agreement.

9.2.1.2 The designated individual of an Association member as specified in Section 1.1.4.6 shall have access to the health services provided by the Northern Michigan University Health Center. Payment for the cost of such services will be the responsibility of the designated individual.

9.2.1.3 All full-time faculty members other than those serving in a term appointment shall be covered for medical and life insurance benefits and two-person premium dental and family optical insurance until the start of the next academic year whether the faculty members will be employed by NMU in the coming academic year or are separating from University employment. It is understood that continuation of these benefits does not constitute reappointment for the subsequent academic year. The Board reserves the right to not renew an appointment.

Fiscal year term faculty members' fringe benefits including, but not limited to, hospitalization, medical, life insurance benefits, and dental and optical insurance will end when their term appointment ends unless they are returning for a subsequent term appointment at the start of the next academic year. In order for such faculty to receive continuing fringe benefits, an official contract must be on file in the Human Resources Department prior to the expiration of the current term contract confirming full-time faculty appointment for the start of the subsequent academic year.

9.2.2 Short-Term Disability

9.2.2.1 Full-time faculty members who have been employed by the University for one (1) year and who have used six (6) weeks of sick leave and are unable to return to work, as evidenced by a statement from the faculty members' physician, will receive short-term disability pay at a rate of seventy-five percent (75%) of base annual salary. Faculty members who accumulate annual leave will use accumulated and unused annual leave to make up the

difference between the seventy-five percent (75%) short-term disability payment and full salary. Once a faculty member is placed on short-term disability, the faculty member shall cease to earn annual leave.

- 9.2.2.2 A sick leave bank will be established each fiscal year. This bank will be created by the University by setting aside the equivalent of five (5) hours of sick pay for each faculty member who had a full-time assignment for either the fall or winter semester of the previous academic year. This bank will be used on a first come-first served basis by those who exceed the six (6) weeks of full salary sick leave to make up the difference between seventy-five percent (75%) short-term disability and full salary. The balance remaining on June 30 each year, if any, will not carry forward to the following year.
- 9.2.2.3 A faculty member who returns to work after having received short-term disability will be required to requalify for sick leave benefits by working a period of twenty (20) consecutive work days unless the subsequent disability arises from a cause unrelated to the original disability. The only exceptions to this requalification may be made by the PVPAA in cases of very serious illness or disability. A faculty member who returns to work, works for less than twenty (20) days, and is unable to perform the faculty member's duties as evidenced by satisfactory medical documentation may receive the faculty member's unused short-term disability benefits.
- 9.2.2.4 Short-term disability benefits will continue until the long-term disability insurance becomes effective, or until the faculty member recovers and resumes regular duties, or until the faculty member dies, but the benefits will in no event continue for a period longer than the first of the month following six (6) consecutive months of total disability or not beyond the end of the regular appointment period.
- 9.2.2.5 Faculty members who are not eligible for long-term disability will be paid under the provisions of the Sick Leave and Short-Term Disability Policies. Once these benefits have been exhausted, salary payments will cease. A faculty member may be eligible for an unpaid illness or disability leave (Article VIII, Section 8.11.7). Faculty members who have exhausted the sick leave, short-term disability, and illness or disability leave provisions shall have the faculty members' employment terminated.
- 9.2.2.6 Since certain full-time regular faculty members have fiscal year appointments, the benefits provided under this policy will be based on the appointment period.
- 9.2.2.7 The Board will provide full health insurance, life insurance, two-person premium dental and optical insurance, and long-term disability coverage while a faculty member is on short-term disability.
- 9.2.3 Long-Term Disability Insurance
  - 9.2.3.1 The Board shall provide a Long-Term Disability Insurance Program.
  - 9.2.3.2 The policy provides for the payment of sixty percent (60%) of the regular appointment period salary rate for all full-time faculty members who, in the opinion of the University's carrier, are considered to be totally disabled. The sixty percent (60%) level is less any and all offsets (Social Security, Workers' Compensation, etc.) as determined by the insurance policy. Coverage is effective on the first of the month following one (1) year (twelve [12] months) of employment.
  - 9.2.3.3 The Board shall, consistent with Section 9.2.1, 9.2.12, and 9.2.13, provide medical benefits, dental and optical benefits, and one (1) times regular annual salary as group life insurance as provided by our carriers for those receiving long-term disability benefits as follows. In all cases the PVPAA has the ability to extend the period of employment at the PVPAA's discretion.
    - 9.2.3.3.1 Tenured faculty approved for long-term disability benefits will have two (2) years of benefits paid by the University as specified in Section 9.2.3.3 after which time the cost of the premiums will be shared equally fifty/fifty (50/50) by the Board and the faculty member for an additional four (4) years at which time employment and benefits will terminate. Continuation of long-term disability benefits is based on the terms of the insurance policy.
    - 9.2.3.3.2 Tenure Earning faculty approved for long-term disability benefits will have two (2) years of benefits paid by the University as specified in Section 9.2.3.3 after which time the cost of the premiums will be shared equally fifty/fifty (50/50) by the Board and the faculty member for an additional two (2) years at which time employment and benefits will terminate. Continuation of long-term disability benefits is based on the terms of the insurance policy.

- 9.2.3.3.3 Faculty members with Continuing Contracts Status and approved for long-term disability benefits will have two (2) years of benefits paid by the University as specified in Section 9.2.3.3 at which time employment and benefits will terminate. Continuation of long-term disability benefits is based on the terms of the insurance policy.
- 9.2.3.3.4 Term faculty approved for long-term disability benefits will have benefits paid by the University as specified in Section 9.2.3.3 for the duration of their current Term appointment at which time employment and benefits will terminate. Continuation of long-term disability benefits is based on the terms of the insurance policy.
- 9.2.3.4 Faculty members who receive benefits under the Long-Term Disability Program will be considered to be on an illness or disability leave as specified in Article VIII, Section 8.11.7 to a maximum period specified above.
- 9.2.3.5 Return from Long-Term Disability Leave

Faculty members who receive long-term disability are considered to be on a leave of absence for illness or disability as specified in Section 8.11.7 and benefits and employment rights will continue as specified in Section 9.2.3.3.

In order to be eligible to return to active employment, a faculty member returning from long-term disability must provide a statement from the faculty member's physician releasing the faculty member to return to work. The University, at its option and without cost to the faculty member, may require that a physician or physicians of its choosing examine the faculty member before returning the faculty member to active employment.

Faculty members returning to active employment may be required to return at the beginning of a semester to minimize the disruption of classes or other assigned responsibilities. Any such delay in the resumption of regular assigned responsibilities will be compensated at the faculty member's base salary. A Tenured or Tenure-Earning or Continuing Contract Status faculty member returning to active status after being on long-term disability shall be entitled to return to the faculty member's former department for a period of one (1) year. A Term faculty member returning to active status after being on long-term disability shall be entitled to return to the faculty member's former position for the remainder of the Term appointment, if applicable, or employment shall be terminated.

During this time, at the direction of the department head, an assessment of the faculty member's professional competencies will be made within the first twelve (12) months to determine if the faculty member is able to adequately discharge the faculty member's assigned responsibilities. If the faculty member is not able to do so, the faculty member will be returned to long-term disability, if eligible, or offered another vacant position for which the faculty member is qualified with the understanding that this does not supersede any other contractual agreement, or employment shall be terminated.

#### 9.2.4 Life Insurance

- 9.2.4.1 The university will pay the premiums for term life insurance equal to an employee's annual base salary rate, (rounded to the next highest multiple of one thousand dollars [\$1,000]), with an accidental death and dismemberment rider, for all employees who complete the necessary forms for this coverage within thirty (30) days of obtaining employment.

Additional personal coverage equal to five (5) times the employee's annual base salary rate (rounded to the next highest multiple of one thousand dollars [\$1,000]) to a maximum of \$500,000, may be obtained at the employee's cost, including coverage for the employee's spouse and/or dependent children.

- 9.2.4.2 In the event that the employer exercises its right to change insurance carriers, the employer agrees that the coverage of any new plan will be substantially equivalent or better than the present plan. The employer may negotiate with union representatives any proposed changes in insurance carriers.

#### 9.2.5 Retirement

- 9.2.5.1 Full-time faculty members who are eligible to participate in Northern Michigan University's Defined Contribution Retirement Plan Teacher Insurance and Annuity Association (TIAA) may participate if they elect to do so within ninety (90) days of date of appointment or within ninety (90) days of a change from part- to full-time status. Electing to participate in Northern Michigan University's Defined Contribution Retirement Plan (TIAA) is an irrevocable decision. Faculty first hired prior to January 1, 1996 who did not elect TIAA-CREF are covered under the terms and provisions of the Michigan Public School Employees Retirement System (MPSERS).

The University shall contribute for TIAA participants 15.64 percent of salary paid.

For participants in the MPSERS program, the University shall pay the amount specified by MPSERS.

Retirement contributions to TIAA shall be made on a biweekly basis.

- 9.2.5.1.1 The Board agrees to make available supplemental retirement programs in addition to TIAA supplemental retirement program.
- 9.2.5.2 To be considered a retiree and eligible for retirement benefits and privileges as a retiree of the University, regardless of the retirement program in which an employee participates, the total of an employee's age and years of service at the University must equal or be greater than seventy (70) as of the retirement effective date and the employee must have a minimum of ten (10) years of full-time service with the University. Individuals who were accepted for the Northern Michigan University 2000-2001 Severance Incentive Plan, regardless of whether their age and years of service were equal or greater than seventy (70), and who terminated their employment during that period of time, are considered a retiree and are eligible for retirement benefits and privileges as a retiree of the University.
- 9.2.5.3 Upon retirement, faculty members will receive a membership card from the NMU Retirees Association which will entitle the faculty members to all the NMU Retirees Association benefits. Persons with emeritus title may also march in academic processions such as commencement, and represent the University on appointment at academic ceremonies of other institutions. Retirees and spouses of retirees may enroll in University courses free of charge.
- 9.2.5.4 Additional Retired Faculty Benefits
- 9.2.5.4.1 Teaching and Consultation
- Retired faculty may request consideration for substitute or part-time teaching. Department heads, with consultation of faculty, are encouraged to invite retired faculty to participate in appropriate seminars, colloquia, scholarly meetings, to serve on appropriate departmental committees, and to serve in academic consultant capacities on campus. Retired faculty may be eligible to serve on appropriate campus and state-wide faculty committees.
- 9.2.5.4.2 Support Services
- Emeriti groups will have access to campus rooms and facilities for meetings and reunions and opportunity to establish an emeriti association on the same basis as other community groups. When space is available, emeriti faculty involved in professional activities may be provided office space located as convenient to their former department as possible.
- 9.2.6 Bookstore Discount
- All full-time and contingent faculty members, the faculty members' spouses, and dependents as defined by the IRS shall be entitled to receive a twenty percent (20%) discount on books and a ten percent (10%) discount on all other merchandise purchased at the Bookstore except special orders, sales books, class and alumni rings, cap and gown rentals and purchases, computer software, periodicals, discounted merchandise, computer hardware, stamps, health and beauty aids, food snacks and beverages.
- 9.2.7 Tuition Scholarships
- 9.2.7.1 Tuition scholarships will be awarded to full-time faculty members, spouses, and dependent children (son, stepson, daughter, stepdaughter, and legally adopted child), on a space available basis.
- Full-time faculty members, spouses, and dependent children as defined in this section and in accordance with university policy, shall be allowed to take an unlimited number of credit hours per semester.
- 9.2.7.2 Those who participate in the Tuition Scholarship Program are not eligible to receive additional University-funded scholarships or grants, although there may be limited, specific exceptions. Contact the Financial Aid Office for questions regarding receipt of additional University-funded scholarships or grants.
- 9.2.7.3 In the event of a full-time faculty member's death, the surviving spouse and dependent children as identified in Section 9.2.7.1 and in accordance with University policy, who are participating in the Tuition Scholarship Program at the time of the faculty member's death may continue in the program until completion.



- 9.2.7.4 The surviving spouse and dependent children, as identified in Section 9.2.7.1 and in accordance with University policy, of a full-time faculty member who had at least ten (10) years of service at the University may participate in the program until completion.
- 9.2.7.5 Contingent faculty may enroll in classes, including for-credit courses offered by continuing education, up to the number of credit hours they are teaching in the semester (These classes may be in the current semester or in subsequent semesters within the calendar year for continuing contingent faculty). These credits may be transferred to a contingent faculty member's dependents as defined in 9.2.7.1 during that semester. NMU will abide by state and federal laws regarding the taxability of benefits.
- 9.2.8 Recreation Membership
- The Board will provide each faculty member, who completes the annual application process, a single recreation membership or single Superior Dome walking pass for the faculty member. The cost of an annual family membership may, in the alternative, be reduced by the cost of a single membership for the family of such faculty member. Once per year, faculty members may sponsor one (1) person, other than their spouse, for a recreation membership at the reduced rate which would otherwise be afforded family members of faculty members.
- 9.2.9 Existing library and parking policies shall be modified only after prior consultation according to Section 1.5.2.
- 9.2.10 General Liability Insurance
- 9.2.10.1 When performing assigned responsibilities, faculty members are protected against loss due to personal injury or property damage to self or to others in accordance with the provisions of the University's insurance program.
- 9.2.11 Dependent Care Assistance Plan
- All full-time faculty members shall be given the opportunity to participate in a Dependent Care Assistance Plan established by the administration.
- 9.2.12 Dental Benefits
- The University agrees to contribute the full cost per faculty member of a two-person plan premium for a defined dental plan for all participating full-time faculty members. Participation in the plan is optional for all full-time faculty members. The plan must maintain the level of participation of the faculty members on roll as determined by the carrier.
- The University will assume the administrative costs necessary to collect deductions, to submit payments to the carrier, to enroll faculty members, and to communicate with the carrier regarding administration of the plan.
- 9.2.13 Optical Benefits
- The University agrees to contribute the full cost per bargaining unit member of a family plan illustrative premium for eligible faculty members for a defined optical plan for all participating full-time faculty members. Participation in the plan is optional for all full-time faculty members. The plan must maintain the level of participation of the faculty members on roll as determined by the carrier.
- The University will assume administrative costs to submit payments to the carrier, to enroll faculty members, and to communicate with the carrier regarding administration of the plan.
- 9.2.14 The University will establish flexible spending accounts and premium conversion plans for health, dental, and optical expenditures for insurance premiums and deductibles as allowable by law.
- 9.2.15 Parking Fees
- The University will allow faculty who complete the necessary forms to receive one (1) parking decal at no cost, and have the cost of additional parking decal fees deducted from their payroll check on a pre-tax basis.
- 9.2.16 Taxable Benefits
- The University will abide by state and federal laws regarding the taxability of fringe benefits.

9.2.17 The Household Member Program (HMP) is a program that expands the eligibility criteria for enrollment in Northern Michigan University's health care plan (medical, dental, vision and prescription drug program). Any review of the program will require participation of a representative from the AAUP.

**REQUIREMENTS:**

Under the HMP, a Full-time NMU AAUP faculty member who does not already enroll a spouse in the health care plan may enroll one adult individual for benefit coverage but only if all the following criteria are met:

- The faculty member is eligible for NMU's benefits
- The Household Member, at the time of proposed enrollment, resides in the same residence as the faculty member and has done so for the previous 18 continuous months, other than as a tenant.
- The Household Member is not a "dependent" of the employee as defined by the IRS.

Children of the Household Member are also eligible for this benefit if they are members of the AAUP faculty member's household and meet IRS dependent criteria as well as university dependent coverage for health benefits up to age 26, provided all the dependent eligibility criteria is met.

Eligibility for coverage of a Household Member, or of a Household Member's dependent, ceases on the date that the above criteria are not met.

The following individuals are not eligible for participation in this program:

- Children of faculty and their descendants (children, grandchildren)
- Parents of faculty
- Parents' other descendants (siblings, nieces, nephews)
- Grandparents and their descendants (aunts, uncles, cousins)
- Renters, boarders, tenants

This program does not affect the rights of or criteria application to any AAUP faculty member qualifying for enrollment in NMU's benefits plans under any other applicable University policy. The Employer cost of providing health benefits for Household Members is considered ordinary income and is, therefore, subject to taxes, including social security, Medicare, federal and state taxes. Household member enrollment must be completed during the open-enrollment period or no more than 30 days after all of the above criteria are met.

In the event of a faculty member's death, the surviving household member and dependent children of the household member are eligible to continue Medical Plan coverage consistent with the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) by paying the university the necessary premiums for an additional thirty-six (36) months.

The Household Member enrollment form (See Appendix C) must be completed during the regular enrollment period or no more than 30 days after all the above criteria are met. Any information falsified on the HMP enrollment form may result in consequences that could include discipline up to and including termination from employment and/or appropriate legal action.

**ARTICLE X**  
**DISCIPLINE OR DISMISSAL**

- 10.1 Discipline, including dismissal (except as provided in 5.5.3), may only be imposed for just cause. In all such cases, the faculty member shall be provided with a written notice of the reason why the disciplinary action is being taken. This notice shall describe with reasonable particularity the reason for the action and shall be delivered at or before the disciplinary action is effected. Copies of all such notices shall be concurrently transmitted to the Contract Officer of the Association.

It is understood that nonrenewal of a probationary appointment and corrective feedback provided to a faculty member during scheduled evaluations are not disciplinary actions. However, an explanation for nonrenewal must be provided. If the reason is financial, attempts to find the faculty member alternative employment in the university will be made and the procedures of article 3.4 will be followed. If the reason concerns performance, the faculty member will be allowed to respond to the explanation as noted in article 5.5.3.

Except where the conduct is egregious, prior to the initiation of any disciplinary action, the faculty in question should be aware that their actions are disallowed as a result of contractual language or direct communication with supervisors. Disciplinary actions will be instituted in a progressive fashion, generally beginning with a written or verbal warning and discussion of appropriate corrective measures; progressing to a written reprimand and mentoring; then to more severe sanctions.

10.2 Discipline

- 10.2.1 If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it will notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed. A faculty member who believes that a minor sanction has been incorrectly imposed may appeal the decision to the faculty review committee as provided in article 10.4.

- 10.2.2 If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose such a severe sanction. A faculty member who believes that a severe sanction has been incorrectly imposed may appeal the decision to the faculty review committee as provided in article 10.4.

10.3 Dismissal of Faculty with Tenure

- 10.3.1 Dismissal of a faculty member with tenure, for reasons other than those defined in article 3 and article 7 of this agreement, will be preceded by a discussion between the faculty member and appropriate administrative officers looking toward a mutual settlement, and a written statement of the grounds for dismissal, framed with reasonable particularity, from the appropriate academic administrator.

- 10.3.1.1 In any case where the dismissal of a Tenured faculty member is recommended, the PVPAA shall notify the faculty member of the faculty member's right to request a review by the FRC as provided in article 10.4.

10.4 Appeals

- 10.4.1 In order to initiate an appeal to the FRC, the faculty member must communicate a written request for the review to the PVPAA within fourteen (14) calendar days.

- 10.4.2 Upon receipt of a request for the FRC review, the PVPAA shall notify the FRC that a review hearing of the case is to be initiated within fourteen (14) calendar days and further that the FRC shall submit its report within three (3) calendar weeks after the conclusion of the hearing to the PVPAA .

- 10.4.3 The report of the FRC shall indicate whether in its opinion there exists just cause to discipline or dismiss the faculty member. This opinion shall be based solely on the record established during the review hearing and the report shall detail with reasonable particularity the reasons for its opinion.

- 10.4.4 If the PVPAA does not concur with the opinion of the FRC, the PVPAA shall state the substantive reasons for the disagreement and shall communicate the reasons in writing to the FRC before transmitting the case to the Board of Trustees.
- 10.4.5 The procedures to be followed in the FRC review hearing will be established by the FRC and shall provide due process to all participants. The faculty member is entitled to be accompanied and/or represented by a person of the faculty member's choice from the University community.
- 10.4.6 If the faculty member is suspended before or during the FRC review hearing, the suspension shall be with pay until such time as the FRC issues its report, or should have issued its report, to the PVPAA.
- 10.4.7 Any faculty member who is recommended for dismissal may exercise the faculty member's statutory right to address the Board of Trustees by making the appropriate request through the Office of the Secretary to the Board of Trustees.
- 10.5 The FRC is charged with and authorized to convene and conduct a hearing under the provisions of Section 10.4 within the established time limits without regard to any limitation to the contrary in the bylaws of the FRC. Should such a hearing have to be conducted after the conclusion of the winter semester, the committee membership shall consist of the members appointed for the immediately preceding academic year.

**ARTICLE XI**  
**DURATION OF AGREEMENT**

This Agreement shall be in effect upon ratification by the Board and the Association and shall extend to June 30, 2026. It shall continue in effect on a year-to-year basis after June 30, 2026, unless either party gives notice of intent to terminate the Agreement on that date or notice of intent to negotiate modifications of this Agreement pursuant to Article I, Section 1.5.3. In the event that the Board and the Association undertake such negotiations to modify this Agreement, it shall expire on June 30, 2026 unless it is extended for a specified period by mutual written agreement of the Board and the Association.

IN WITNESS WHEREOF THE PARTIES HAVE SET THEIR HANDS:

Date Signed: Signed by all parties on November 12, 2021

AMERICAN ASSOCIATION OF  
UNIVERSITY PROFESSORS-NORTHERN  
MICHIGAN UNIVERSITY CHAPTER

ON BEHALF OF THE  
NORTHERN MICHIGAN UNIVERSITY  
BOARD OF TRUSTEES

\_\_\_\_\_  
Dwight Brady  
President

\_\_\_\_\_  
Dale Kapla  
Interim Provost & Vice President for Academic Affairs

\_\_\_\_\_  
Lesley Putman Williams  
Chief Negotiator

\_\_\_\_\_  
R. Gavin Leach  
Chief Financial Officer

Ratified by the Association  
on November 8, 2021

Approved by the Board of Trustees  
on November 12, 2021

## MEMBERS OF THE NEGOTIATING TEAMS

AMERICAN ASSOCIATION OF  
UNIVERSITY PROFESSORS-NORTHERN  
MICHIGAN UNIVERSITY CHAPTER

Dr. Lesley Putman-Williams, Chief Negotiator  
Chemistry Department

Dr. Brandon Canfield  
Chemistry Department

Dr. Jaime Crabb  
School of Nursing

Professor Lynne Johnson  
English Department

Professor Amy Orf  
Languages, Lit & Int Studies

ON BEHALF OF THE  
NORTHERN MICHIGAN UNIVERSITY  
BOARD OF TRUSTEES

Dr. Dale Kapla, Interim Provost & Vice President  
Academic Affairs

Dr. Leslie Warren, Dean  
Library & Instructional Support

Professor Daric Christian, Associate Dean & Director  
School of Art & Design

Mr. Matt Franti, Director  
Budget & Finance

**NORTHERN MICHIGAN UNIVERSITY  
AND THE  
AMERICAN ASSOCIATION of UNIVERSITY PROFESSORS  
(AAUP)  
May, 2015  
NORTHERN MICHIGAN UNIVERSITY  
Faculty Appointments for Counseling and Consultation Services (CCS)**

This Memorandum of Understanding executed between Northern Michigan University, and the Northern Michigan University Chapter of the American Association of University Professors, the recognized bargaining unit agent for certain faculty employed by the University, whereas the parties agree as follows:

Term faculty in the counseling and consultation services department may be converted to Continuing Contract Status by mutual agreement of the department faculty, department head, and dean. Such appointments do not require six (6) years of term appointments as specified in 5.1.2 of the Master Agreement.

MEMORANDUM OF UNDERSTANDING BETWEEN  
**NORTHERN MICHIGAN UNIVERSITY**  
**AND THE**  
**AMERICAN ASSOCIATION of UNIVERSITY PROFESSORS (AAUP)**  
**2021**  
**NORTHERN MICHIGAN UNIVERSITY**  
**Inversion Committee, Starting and Existing Assistant Professor Salaries**

This Memorandum of Understanding executed between Northern Michigan University Board of Trustees (hereinafter referred to as the Board), and the Northern Michigan University Chapter of the American Association of University Professors (hereinafter referred to as the Association).

Upon initiation of this Agreement (2021-2026), the Faculty Salary Inversion Committee (9.1.2.3) will have until March 1, 2022 to convene, discuss and recommend any potential market adjustments or procedural changes for calculating initial salaries at the assistant professor rank. The timeline may be extended with mutual agreement.



**NMU Faculty Evaluation: Promotion and/or Tenure Processing Form**  
(Please attach to front of Promotion and/or Tenure Request)

Faculty Member: \_\_\_\_\_  
(name) (signature)

Date of Application: \_\_\_\_\_ Applying for:  Promotion  Tenure

Department: \_\_\_\_\_

Present Rank: \_\_\_\_\_ Date Received: \_\_\_\_\_

Highest Degree: \_\_\_\_\_ Year Awarded: \_\_\_\_\_ School: \_\_\_\_\_

Full-Time Years at NMU: \_\_\_\_\_ Years Prior Service Credit: \_\_\_\_\_ Date Hired: \_\_\_\_\_  
 (excluding current academic year) (from appointment letter)

Tenure Status: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

COMMITTEE	DATE RECEIVED	Recommending:				DATE OF ACTION	DATE SENT TO NEXT STEP
		Promotion		Tenure			
		Yes	No	Yes	No		
Evaluation Committee							
Department Head							
College Advisory Council							
Dean							
Faculty Review Committee							
Academic Vice President							
Final Decision							

**NMU Faculty Evaluation Processing Form**  
(Please attach to front of Evaluation Materials)

Evaluation Period \_\_\_\_\_

Faculty Member: \_\_\_\_\_  
(name) (signature)

Department: \_\_\_\_\_

Present Rank: \_\_\_\_\_ Date Received: \_\_\_\_\_

Highest Degree: \_\_\_\_\_ Year Awarded: \_\_\_\_\_ School: \_\_\_\_\_

Full-Time Years at NMU: \_\_\_\_\_ Years Prior Service Credit: \_\_\_\_\_ Date Hired: \_\_\_\_\_  
(excluding current academic year) (from appointment letter) (at NMU)

Tenure Status: \_\_\_\_\_ Date Awarded: \_\_\_\_\_

**NMU Faculty Evaluation Processing Form Part V**

Faculty Member: \_\_\_\_\_

Faculty evaluations contain four (4) parts that precede this page. The following signatures below do not indicate concurrence or nonconcurrence with the substance of the evaluation; they indicate only that the signer had read Parts I, II, III and IV of the evaluation.

If this evaluation does not involve application for promotion and/or tenure, the faculty member and/or the dean may append a statement to this form if they so choose.

Faculty Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Updated: February 2004  
Academic Affairs

**NMU/AAUP  
REQUEST FOR AUTHORIZATION TO PERFORM CONSULTANT SERVICE**

This authorization is requested by:

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

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

Department: \_\_\_\_\_

This work will be done for:

Name of firm or agency:

\_\_\_\_\_  
(Name of firm, agency, etc.)

- \_\_\_ Municipal or county
- \_\_\_ State of Michigan
- \_\_\_ Federal
- \_\_\_ Private foundation
- \_\_\_ Private industry
- \_\_\_ Other

During the period:

\_\_\_\_\_/\_\_\_\_\_  
Beginning date                      Ending date

For each month during the consulting period, list the amount of estimated hours:

Month	Hours

This arrangement is in compliance with Article VI, Section 6.6, of the Agreement between the Board of Trustees and the AAUP-NMU Chapter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGMENT:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Director: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution of copies:      Faculty Member  
   Department Head  
   Dean or Director,  
   PVPAA

Revised: February 2004; Academic Affairs

**HOUSEHOLD MEMBER PROGRAM ENROLLMENT FORM  
AND  
AAUP FACULTY AFFIDAVIT**

I WISH TO ENROLL THE FOLLOWING HOUSEHOLD MEMBER IN THE NMU HEALTH CARE PLAN:

Name of Household Member: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
(PRINT: First, Middle Initial, Last)

Household Member Birth Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**CERTIFICATION AND SIGNATURE:**

*This is to certify that the person named above meets all the eligibility criteria for the Household Member. I understand that I will be responsible for paying any costs for enrollment in the plan and any taxes associated with enrolling a Household Member.\* I also understand that any information falsified on this document may result in discipline up to and including termination from employment.*

Faculty Member Name: \_\_\_\_\_ IN: \_\_\_\_\_  
(First, Middle Initial, Last)

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The Employer cost of providing health benefits for Household Members is considered ordinary income and is, therefore, subject to taxes, including social security, Medicare, federal and state taxes.

**AFFIDAVIT OF TERMINATION OF BENEFITS  
FOR  
HOUSEHOLD MEMBER**

I, \_\_\_\_\_, affirm the health benefit coverage for my Household Member  
(Print name of faculty/staff member)

listed on the Enrollment Form dated \_\_\_\_\_, should be terminated as of

\_\_\_\_\_.

Termination of coverage for my Household Member is due to (check one):

- Household Member no longer meets the required eligibility criteria
- Death of Household Member
- Coverage no longer needed by the Household Member (obtained other coverage)

**I HEREBY AGREE TO MAIL A COPY OF THIS AFFIDAVIT TO MY SURVIVING FORMER HOUSEHOLD MEMBER.**

\_\_\_\_\_  
Faculty/Staff Member Signature

\_\_\_\_\_  
Date

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

DEPARTMENT: \_\_\_\_\_

**NORTHERN MICHIGAN UNIVERSITY  
FACULTY EVALUATION REPORT**

Evaluation Period \_\_\_\_\_  
(1-2 Calendar Years)

This is a confidential evaluation report on a member of the Northern Michigan University faculty. Its content will not be divulged to persons not authorized to help prepare or read this report. Access to the personnel file of any member of the faculty shall be restricted to the faculty member, his/her department head, departmental evaluation committee, dean, College Advisory Council, FRC, PVPAA, President of the University, the Board of Trustees and its counsel, and other persons who have a legal reason to know the contents of the evaluation.

Evaluation Period: Tenured Full Professors will be evaluated every five years; other faculty will be evaluated annually. A Tenured Full Professor, the departmental evaluation committee, or the department head may request an annual evaluation.

Faculty evaluation is described in the NMU/AAUP Agreement in Sections 5.4 through 5.6 and Article VI.

Style: Writing in the evaluations is to be a narrative that is to the point and supported with evidence.

NAME

POSITION

DATE

Committee Members:

Others:

NORTHERN MICHIGAN UNIVERSITY  
FACULTY EVALUATION REPORT

Evaluation Period \_\_\_\_\_  
(1-2 Calendar Years)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Part I

1. Faculty member's statement of accomplishments during the evaluation period
  - 1.1 in teaching, counseling, or librarianship; (attach statements, materials, and supporting documents, including student evaluation information)
  - 1.2 in research, scholarship, creative endeavors, consulting, and other activities in professional development; (attach statements, materials, and supporting documents)
  - 1.3 in service on committees, to the student body, and professionally related community service; (attach statements, materials, and supporting documents)
2. Faculty member's statements of plans for the coming year (or evaluation period). The faculty member is asked to be specific in identifying assignments and plans in the area of teaching, research and service. The faculty members should note when such plans are contingent upon University or outside support (e.g., travel, sabbatical request, Fulbright application, released time for research).

Part II

Statements by the departmental evaluation committee and the department head.

3. The statement by the committee shall comment on each section of Part 1 above and, when appropriate, indicate any improvement needed or any goals or standards to be achieved in order to be recommended for tenure and/or promotion, as defined by departmental bylaws.

Committee's Statement:

\_\_\_\_\_  
Chairperson of Departmental  
Evaluation Committee

4. Department head's statement will indicate concurrence or nonconcurrence with the committee's evaluation or recommendation.

Department Head's Statement:

\_\_\_\_\_  
Department Head

The signatures below do not indicate concurrence or nonconcurrence with the substance of the evaluation; they indicate only that the signer has read the evaluation. The faculty member or the dean may append a statement if that is considered necessary.

Faculty Member: \_\_\_\_\_  
(signature)

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

Dean: \_\_\_\_\_  
(signature)

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

cc: Provost & VP for Academic Affairs

(Form approved 3/14/86; Updated 2/04)  
Academic Affairs



**AUTHORIZATION FOR DEDUCTION OF ASSOCIATION DUES OR SERVICE FEES  
AAUP-NMU CHAPTER**

Name \_\_\_\_\_  
(type or print)

NMUIIN: \_\_\_\_\_ Department \_\_\_\_\_

Each employee may submit a signed Association Dues Decision Form – (via the Association) to the Payroll Office twice per year (beginning of fall semester through end of second summer session).

I authorize the collection of Association dues

By making this selection and signing below, the university is authorized to deduct from wages earned or to be earned by me, Association Dues as certified to the University by the Association’s Treasurer; the university shall remit the same to the Association at such time and in such manner as may be agreed upon between the University and the Association.

Any such authorization shall remain in effect until revoked in writing (signed) by the employee.

I do not authorize the collection of Association dues

By making this selection and signing below, the University is either not authorized or is no longer authorized to deduct from wages earned or to be earned by me for Association Dues.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date of Signing

\_\_\_\_\_  
Date of Delivery to University

## PROCEDURE FOR SUBMITTING AND SECURING FINAL ADOPTION OF DEPARTMENTAL BYLAW PROPOSALS

It is generally desirable (but not required) for departments to consult with the AAUP Contract Officer and/or the Provost and Vice President for Academic Affairs about the content of prospective bylaw changes in the interest of avoiding later problems or pitfalls.

Proposed bylaw amendments will be reviewed by the Bylaw Review Committee and the Provost and Vice President for Academic Affairs. A submittal form has been developed to ensure these reviews occur in a timely manner. The form appears at the end of this document. To facilitate tracking, *approval bodies must send an electronic acknowledgement to the sender when documents are received.*

The steps below must be followed when submitting bylaw amendments for review:

**Step 1.** The department must submit an electronic computer file of the proposed bylaw document, together with the ***SUBMITTAL FORM FOR APPROVAL OF DEPARTMENTAL BYLAWS***, to the Bylaw Review Committee, the department head and dean.

The Bylaw Review Committee will provide a written response to the department within 60 days of receipt of the bylaw proposal. There may be communication between the Bylaw Review Committee and the department to resolve concerns, but if no agreement is reached within 90 days from the initial receipt of the bylaw proposal, the bylaw proposal will move on to the next step.

**Step 2.** When Step 1 is completed, the President of the AAUP shall submit the bylaw proposal electronically to the Provost and Vice President for Academic Affairs. A statement of concerns, including minority concerns, from the Bylaw Review Committee will accompany any bylaw proposal for which there was not agreement between the department and the Bylaw Review Committee.

The Provost and Vice President will send a written response to the department within 30 days of receipt of the proposal. If the Provost and Vice President for Academic Affairs believes that further changes in the bylaws are needed, this shall be communicated to the department contact faculty member. If the Provost and Vice President cannot reach agreement with the department about the bylaw proposal as provided in article 3.1.1.4.4, the Provost and Vice President will provide serious and compelling reasons for not accepting the bylaw proposal. If the department does not accept the decision of the Provost, they may appeal to the FRC as provided in article 3.1.1.4.4.

**Step 3.** Once the Provost and Vice President for Academic Affairs has approved the bylaw proposal, the approved bylaws must be altered on the computer file such that: the header will be changed to read: "Approved by Provost and Vice President for Academic Affairs (name) on (date)," along with deleting any other header that identifies the subject matter as "proposed" changes. This computer file will be downloaded and kept in the Provost and Vice President for Academic Affairs Office, and a hard copy of the bylaws will be made and sent as an attachment to the following: AAUP Contract Officer; CAC; Dean of appropriate College; and the originating department.

**FORMAT FOR SUBMITTAL AND FINAL APPROVAL  
OF DEPARTMENTAL BYLAW PROPOSALS**

When submitting proposed changes or amendments to a department's bylaws it is required that:

1. the department use as the base document an electronic version of the departmental bylaws most recently approved by the Provost and Vice President for Academic Affairs;
2. the department have the base document entered in Microsoft Word format in a computer file [for either PC or Mac], setup using a scalable font, preferably 10 or 11 point, and using bold print and/or larger point font where it will assist the reader to identify major divisions, etc. within the document;
3. all words, phrases, sentences, paragraphs, etc. proposed for deletion from the base document be identified by using the strikethrough feature of Microsoft Word all words, phrases, sentences, paragraphs, etc. proposed as new language for the base document be identified by using the shading feature of Microsoft Word such as:

1.2.3.4 Individual faculty membership shall be limited to two consecutive years on the Executive Committee. This section may not violate the provisions of Sections 6.6 or 6.6.1 of these bylaws. Membership is limited to three consecutive years on all other standing committees of the department, except (as noted in section 6.7), the Graduate Program Director may serve for more than three years. Each standing committee in the department ~~and in addition each committee~~ must have at least one new member each year. Faculty in their first year of appointment will not have any committee assignment unless they specifically request participation on a committee.

4. sections of the bylaws be numbered similarly to the AAUP Master Agreement in which sections are numbered on the left hand of the page (e.g., 2.2.3.3.3), freeing up all space to the right on the page for text;
5. a header is typed on all pages with the following statement:

"Proposed Bylaw Changes from (department) Draft Approved on (date)"  
"Base Document Approved on (date)"

[Note: The date on the first line should correspond to the date when a vote on the bylaw changes was taken by the department, verifiable in the minutes of that meeting.]

**SUBMITTAL FORM FOR APPROVAL OF DEPARTMENTAL BYLAWS**

This form serves as the tracking document for the review of bylaw amendments. It must always note action taken by the department, the Bylaw Review Committee or Provost and Vice President for Academic Affairs at each appropriate step of the process. It should also note if "no action is taken" (by the department, for example, were it to choose not to take action on a further change suggested by the Bylaw Review Committee.

\_\_\_\_\_  
(Department submitting proposal)

\_\_\_\_\_  
(Date approved by department)

This proposal

- includes** changes in specifications of standards for tenure and/or promotion
- does not include** changes in specifications of standards for tenure and/or promotion

**Names of peer institutions:**

\_\_\_\_\_

\_\_\_\_\_

**Department Contact Faculty Member:** \_\_\_\_\_

**Members of Bylaw Review Committee**

1. Representative of Provost and Vice President of Academic Affairs: \_\_\_\_\_
2. AAUP Contract Officer or delegate: \_\_\_\_\_
3. Representative of the appropriate CAC: \_\_\_\_\_
4. Department representative: \_\_\_\_\_

**Date Reviewing Body Description of Action Taken**

Date	Reviewing Body	Description of Action Taken

Approval:

Bylaw Review Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Provost & VPAA: \_\_\_\_\_ Date: \_\_\_\_\_

### Checklist for Applications for Sabbatical Leaves

The following items should be addressed in your sabbatical application and will be evaluated using the rubric posted on the FRC website. The evaluation instrument (rubric) will assess the sabbatical's merits and how the proposal:

- Advances the intellectual discipline's body of knowledge via one or more of the four forms of scholarship (for a Research, Scholarship or Creative Works Sabbatical).
- Enhances the faculty member's professional development
- Enriches the department and curriculum
- Contributes to the university's reputation and augments areas for further research

In addition, a checklist for the following points shall also be part of the rubric and may be considered in ranking the sabbatical application.

- Indicate whether one, or two semesters, of sabbatical leave is requested
- Provide a projected timetable for the work to be completed
- Indicate whether the applicant will have other financial support during the sabbatical
- Provide a description of the faculty member's professional qualifications to undertake the activity
- Provide detailed information that identifies the resources or facilities needed to complete the proposed activity