

## **FACULTY BYLAWS**

The College of Human Environmental Sciences consists of the Departments of Architectural Studies, Human Development and Family Science, Nutritional Sciences, Personal Financial Planning, Textile and Apparel Management, and the School of Social Work. For efficiency, the terms “units” and “unit heads” are used throughout this document to refer to departments and schools in the College and their chairpersons/directors, respectively.

### **MISSION STATEMENT**

The College of Human Environmental Sciences addresses human needs and enhances individual and family life in a diverse and global society by conducting advanced research, preparing professionals and providing outreach.

### **ARTICLE I - MEMBERSHIP**

The Faculty of the College of Human Environmental Sciences shall consist of the dean, associate deans, and those individuals who have rank (professor, associate professor, assistant professor, instructor {regular faculty as defined by University Policy}, Extension Associate (formerly state specialist and assistant state specialist) {with full-time appointments}) in the College of Human Environmental Sciences.

### **ARTICLE II - FACULTY RIGHTS, ETHICS, RESPONSIBILITIES, AND AUTHORITY**

#### **1. Rights**

- 1.1 Academic, Civil, and Employment Rights. These shall follow those outlined in Bylaws of UMC, Article C, Section 1, Item A, B, and C.
- 1.2 Right to be Kept Informed. The Faculty has the right to be informed of actions and activities of Human Environmental Sciences committees and of the College, as well as decisions of other bodies that affect the College. Where possible, this information shall be made available to the Faculty of the College before being made available to the campus or general public. Refer to Article IV, Section 2.5.

#### **2. Professional Ethics and Academic Responsibilities**

These shall follow the professional ethics and academic responsibilities as outlined in Bylaws of UMC, Article C, Section 2, Item A, B, C, and D.

#### **3. Authority**

The Faculty's authority is of three types: direct and primary, in which the Faculty has essential decision-making authority; shared, in which the Faculty participates with others within the College; and advisory, in which the Faculty counsels with the person or office with ultimate decision-making authority within the College.

- 3.1 Primary and Direct Authority. The Faculty, either through designated committees, the units, or as a body, has essential decision-making authority in matters directly affecting the educational programs of the College, including but not limited to:

- 3.1.1 Articulation and maintenance of standards of academic performance--this includes but is not limited to determination of: minimum admission requirements, processes of student status and appeals, and processes used for the selection of awardees for academic honors and academic scholarships.
- 3.1.2 Development and approval of courses of instruction, curricula, and areas of competence.
- 3.1.3 Formulation of criteria determining professional standing of faculty-- including but not limited to matters of hiring, evaluation, tenure, promotion, termination, and guidelines for responsibility.
- 3.1.4 Determination of appropriate faculty standing committee structure.
- 3.1.5 Approval of candidates for graduation.
- 3.2 Shared Authority. The Faculty has shared authority by which it participates cooperatively with other persons or offices in matters such as:
  - 3.2.1 Development and articulation of students' rights and responsibilities.
  - 3.2.2 Determination and application of criteria affecting professional standing of faculty including hiring, evaluation, promotion, tenure, termination, and faculty responsibility.
- 3.3 Advisory Authority. The Faculty has advisory authority and responsibility with other persons or offices in matters such as:
  - 3.3.1 Selection and evaluation of non-academic personnel and departmental and College-level administrators.
  - 3.3.2 Budget and resource allocation.
  - 3.3.3 Development and implementation of general business procedures which facilitate academic program excellence.
  - 3.3.4 Planning of physical facilities.
  - 3.3.5 Use of facilities for program activities.
- 3.4 Faculty Delegation of Authority. The Faculty may delegate its authority to the Faculty Council on College Policy (FCCP). Such delegation, if made, shall be in accord with and subject to the following provisions:
  - 3.4.1 The Delegation of Authority by the Faculty to FCCP shall be by majority vote of the Faculty by mail, email, or voice vote at a regular College Faculty meeting. The Faculty delegation, however, may be withdrawn at any time through the same process by which it was granted.
  - 3.4.2 The delegation shall not prevent the calling of faculty meetings under the provisions of Article IV.
  - 3.4.3 The delegation shall give the FCCP authority to act for Faculty and to take such actions as the Faculty could take:

- a. Reviewing the College Bylaws and, if necessary, proposing revisions of and amendments to the Bylaws to be submitted to the Faculty for action.
- b. Referring any matter to the Faculty either by calling a meeting of the Faculty or by mail or email ballot.
- c. Appointing special committees (whose members need not be members of the FCCP) to report to the FCCP.
- d. Supervising the selection of faculty representatives to the MU Faculty Council and other campus committees.
- e. Supervising the selection of faculty representatives to College standing committees.

3.4.4 The actions of the Council, in those areas in which it has delegated authority, shall be deemed final unless challenged within ten working days after notification. Such challenges shall require a petition signed by eight faculty members representing at least half the units calling for a review by the Faculty of a particular Council action.

### **ARTICLE III - FACULTY ORGANIZATION**

1. The authority of the Faculty shall include the responsibilities set forth in Article II. The main representative body of the Faculty shall be the FCCP.
2. The FCCP shall act for the Faculty on all matters within the framework of the policies expressed in these Bylaws. FCCP shall have the right to delegate some of its operational tasks to its members or designated committees.
3. The Faculty may review decisions and actions by the FCCP and other standing committees of the College provided that a petition requesting such action has been signed by at least eight faculty members representing at least half the units of the College and presented to the chairperson of FCCP for placement on the agenda.
4. There shall be Graduate Faculty Council. It shall consist of directors of graduate studies from each unit, the college representative to the Graduate Faculty Senate, and the Associate Dean for Research and Graduate Studies. Actions of the committee shall be consonant with the philosophies and principles of the bylaws of the Graduate Faculty Senate of the University of Missouri-Columbia.

### **ARTICLE IV – MEETINGS**

1. College Faculty Meetings
  - 1.1 Shall be held at least once during the Fall and Winter semesters. More frequent meetings can be called by the Dean or the Chair of FCCP if the need arises.
  - 1.2 Reasonable notice (preferably five working days) shall be given to all members of the Faculty of time, place, and agenda of all faculty meetings. This notice will be posted on the Faculty website of the College and sent via email to Faculty.

- 1.3 The agenda for the regular faculty meeting shall be determined by the Dean and the Chairperson of FCCP in consultation with the FCCP.
  - 1.4 The Dean shall preside at faculty meetings. Robert's Rules of Order, Revised, shall be the parliamentary authority and govern any items of business not covered in these Bylaws, the Bylaws of MU, or policies and regulations of the University system.
  - 1.5 A quorum shall consist of a simple majority of the Faculty. No business shall be transacted in the absence of a quorum.
2. Standing Committee Meetings
- 2.1 Any member of the Faculty may request any matter to be placed on the agenda of the FCCP or other standing committees.
  - 2.2 Meetings of FCCP and all standing committees of the College, with the exception of the Promotion and Tenure Committee, shall be open to members of the Faculty.
  - 2.3 Scheduled meetings of FCCP and all standing committees in the College shall be announced, along with their agendas, within at least five working days of the scheduled meeting on the Faculty website for the College.
  - 2.4 Committee membership of FCCP and all standing committees of the College shall be posted on the Faculty website for the College.
  - 2.5 The FCCP and other standing committees of the College shall report their actions to the Faculty by posting the minutes of their meetings on the College Faculty website within five working days of the last meeting. The Promotion and Tenure Committee is the exception to this rule. They post minutes regarding discussion of procedural matters but not of discussion of personnel matters.

## **ARTICLE V - COMMITTEE STRUCTURE**

1. Duties and Responsibilities
  - 1.1 The duties and responsibilities for each standing committee shall be approved by vote of the Faculty.
  - 1.2 New standing committees may be formed by referral to the FCCP. The recommendation of the FCCP shall be brought to the Faculty for a vote.
  - 1.3 Ad hoc committees may be appointed by the Dean or the FCCP.
    - 1.3.1 The purpose of ad hoc committees shall be stated and these committees shall be considered dissolved when the assigned activities have been completed and a report submitted to the Dean or the FCCP.
    - 1.3.2 The ad hoc committees' duties and responsibilities shall not include activities generally assigned to an administrative, faculty, or staff position.
2. Membership

- 2.1 Unit representatives for each standing committee of the College, with the exception of the Promotion and Tenure Committee, shall be selected by the Faculty of the unit.
  - 2.2 The standing committee membership year shall be from August 1 to July 31.
  - 2.3 Standing committee assignments shall be for a two-year period. In order to provide continuity of committees, one-half of members will be selected each year (See Appendix A, Committee Rotation Schedule.).
  - 2.4 Selection of standing committee members shall be made by April 15 and the results reported to FCCP by the unit heads.
  - 2.5 Committee chairpersons shall be selected at the standing committee's first meeting of the academic year. The retiring chairperson of the standing committee shall schedule the first meeting of the new committee in consultation with the members of the new committee. The outcome of the selection should be reported to the FCCP.
  - 2.6 The recorder shall be selected by said standing committee.
  - 2.7 In the event of a standing committee member's term being vacated, the unit head shall appoint an alternate to complete the term.
3. Guidelines
    - 3.1 Minutes of meetings and other committee records shall be filed in the Dean's office by the retiring committee chair.
    - 3.2 Copies of minutes, reports to and of committees, and other important documents of committees shall be retained in the Dean's office not to exceed five years, then transferred to the Archives. Records which have continuing administrative value shall be retained until terminated or superseded and then transferred to Archives. It is the responsibility of the committee chairperson to organize the committee files and to transfer the outdated files to the Dean's office for the Archives file.
4. Standing Committees
    - 4.1 Academic Status and Appeals
      - 4.1.1 Duties and Responsibilities
        - A. To serve undergraduate students in academic matters.
        - B. To review and make decisions regarding special admissions.
        - C. To determine the status of each student who falls below a 2.0 per semester or below a 2.0 cumulative grade point average.
        - D. To investigate problems that lead to poor academic status.
        - E. To suggest course of action for improving students' academic status.
        - F. To inform the Student Services Director, who will in turn inform the student and the advisor, of the decision on academic status.
      - 4.1.2 Membership

- A. Each unit's selected representative must be an undergraduate advisor. The unit head shall serve as the alternate representative.
- B. The HES Student Services Director shall be an ex-officio member.

#### 4.1.3 Guidelines

- A. Members shall be voting members except for the ex-officio member.
- B. A quorum shall consist of two-thirds of the voting members, and action on an issue requires a three-fourths majority vote of members present.
- C. Petitions are accepted in letter form.
- D. The Student Services Director shall, within five working days of the meeting, inform the student and the advisor of the decision, and shall send appropriate committee recommendations to the Dean.
- E. Any appeal of committee action will be directed to the Dean of the College via the Student Services Director.

### 4.2 Faculty Council on College Policy

#### 4.2.1 Duties and Responsibilities

- A. To identify and recommend action on the issues affecting faculty, students, and staff in the College of Human Environmental Sciences as a parallel to the MU Faculty Council.
- B. To consider campus-wide issues that are under consideration by the MU Faculty Council and to request the MU Faculty Council to consider issues of importance to the College of Human Environmental Sciences.

#### 4.2.2 Membership

- A. Each unit shall select one representative who should not be serving in an administrative capacity.
- B. The College of Human Environmental Sciences' representative to the MU Faculty Council will serve as an ex-officio member of the committee.

#### 4.2.3 Guidelines

- A. All members of the committee, except the ex-officio member, shall be voting members.
- B. All policy recommendations shall be brought to the entire Faculty for approval.
- C. A quorum shall consist of at least two-thirds of the members.
- D. Vote on an issue requires a simple majority of members present.

### 4.3 Graduate Faculty Council

#### 4.3.1 Duties and Responsibilities

- A. To review applications for doctoral faculty membership (new and renewal) and make recommendations to the Dean of the Graduate School. See Appendix B for College of Human Environmental Sciences Criteria for Doctoral Faculty Membership.
- B. To review and make recommendations on applications for campus sponsored graduate student awards (typically, GTA and/or GRA awards).
- C. To address other issues related to the graduate programs, as needed.

#### 4.3.1 Membership

- A. The directors of graduate studies from each unit shall serve.
- B. The college representative to the Graduate Faculty Senate shall be an ex-officio member.
- C. The Associate Dean for Research and Graduate Studies shall be an ex-officio member.

#### 4.3.2 Guidelines

- A. All members of the committee shall be voting members except the ex-officio members.
- B. Doctoral faculty applications may be submitted to the Associate Dean's Office at any time. Terms of membership are for five years expiring December 31 of the fifth calendar year. Applications for doctoral faculty reappointment are requested in the Fall Semester of the year the term is due to expire.
- C. The vitas and support materials of the doctoral faculty applicants will be available in the Associate Dean's office for the committee members to individually review.
- D. A two-thirds positive vote is required for approving an applicant's credentials for doctoral faculty.
- E. In the event of a split committee decision, a meeting of the Graduate Faculty Council will be called to discuss the applicant's materials and a final decision will be made. In the event that an applicant is denied doctoral faculty membership, the Associate Dean will write a notification letter to the applicant providing an explanation as to the reason for denial.
- F. Upon denial, the applicant will have the opportunity to make an appeal with additional supporting materials to the Graduate Faculty Council. The vote of the Graduate Faculty Council will be the final decision.
- G. The Associate Dean shall sign a notice of the committee's decision and forward the materials to the Dean of the Graduate School.
- H. The Dean of the Graduate School makes the final determination and notifies the applicant of the decision.

#### 4.4 Margaret Wilson Mangel Lectureship

##### 4.4.1 Duties and Responsibilities

- A. To invite a lecturer to participate in this event.
- B. To promote the event to the University and larger community.

##### 4.4.2 Membership

- A. The President of the Human Environmental Sciences Alumni Association.
- B. The Dean of the College.
- C. The Director of Development and the Coordinator for External Relations.
- D. Rotation of responsibility for Margaret Mangel Lectureship with each unit. (Noted in Appendix A) Department assigned in the rotation to choose the lecture topic.

#### 4.5 Promotion and Tenure Committee

##### 4.5.1 Duties and Responsibilities

- A. To help ensure fair and equitable treatment of faculty with respect to matters involving promotion and/or tenure.
- B. To help safeguard the interests of the College and the integrity of rank and tenure standards.
- C. To review the credentials and accompanying recommendations of faculty already on appointment who are being considered for promotion in rank or appointment to tenure status and formulate a committee recommendation in support of, or in opposition to, the proposed action.
- D. To review the credentials and accompanying recommendations of persons under consideration for appointment to the Faculty at the rank of Associate Professor or Professor. To formulate a committee recommendation regarding the proposed academic rank and tenured appointment, if tenured status is proposed. Upon request from a unit search committee and the unit head, the Promotion and Tenure Committee may give feedback to that unit on the credentials and accompanying recommendations of persons under consideration for appointment to the Faculty at ranks lower than Associate Professor; but, this is considered exceptional rather than standard procedure.
- E. To review, upon request, the materials submitted at the departmental level for third-year review by a tenure-track faculty member and provide advisory feedback from the committee as to the progress of the faculty member toward tenure attainment.
- F. To review, upon request, the academic ranks of a faculty member to evaluate the presence of inequity when rank for an individual



appears too low in terms of the individual's competence and performance relative to his/her unit's criteria and prevailing standards within the College. The faculty member initiates such reviews; however, peers and/or administrative faculty in the College may suggest to a faculty member that such a review be undertaken. Should the committee determine that a case of apparent inequity exists, the committee then has the responsibility of contacting the unit head to review the matter. If, after such review with the unit head, the committee remains convinced that an inequity exists, the committee has the authority to initiate a recommendation for promotion in rank. In such cases, the unit is required to develop a recommendation for the faculty member in question, whether positive or negative, following the usual procedures established by the unit and the College Promotion and Tenure committees with respect to promotion in rank.

- G. To hear appeals from faculty who may wish to appeal recommendations of the College Promotion and Tenure Committee with respect to promotion and/or tenure at the College level. (Across the University system, appeals of recommendations are heard at the same level and by the same committee that made the recommendation.)

#### 4.5.2 Membership

- A. The committee shall consist of a full-time, tenured member, at the rank of Professor representing each of the College units [except in circumstances when this would lead to lack of a representative for a unit, given which circumstances, an Associate Professor may represent that unit].
- B. The members are elected by the Faculty of the College from a ballot that shall consist of at least \*two nominees from each unit who were selected according to that unit's guidelines for selection of nominees. The elected faculty may not be unit heads. The elected members shall serve no more than two consecutive terms. The alternate shall be the person receiving the second highest number of votes.
- C. The committee chair and recorder shall be elected annually by the members at the first meeting. It is recommended that the committee chair will have served one year on the committee.
- D. Faculty members shall represent the College of Human Environmental Sciences and not their respective units.

*\*suspended in 2004 due to not enough faculty to provide names for the ballot.*

#### 4.5.3 Guidelines

- A. The committee is an autonomous entity with no line of responsibility to any other office or committee.

- B. The recommendations of the committee are independent of those of any other individual, office, or committee. They are forwarded to the Dean of the College, and then to the campus administration with those submitted by the Dean, the unit head, and/or the unit committee as one of a set of recommendations to be considered at the campus level.
- C. Submission deadlines for dossiers to be considered by the College Promotion and Tenure Committee are established yearly consistent with the timelines set by the University calendar. Unit heads and unit Promotion and Tenure Committees are responsible for setting initial deadlines for submission of dossiers to be considered in a given academic year.
- D. The committee notifies in writing the individual faculty member, the unit head, and the Dean of its recommendations within one week of the vote on the dossier.
- E. All members of the committee shall be voting members. Each unit's committee member shall assist the College committee in interpreting that unit's guidelines for Promotion and Tenure during the deliberations of the College committee. Voting by the members is done in the context of responsibility to the entire College Faculty. A committee member may have only one vote on any given dossier, thus, if a committee member votes at the unit level, that member must abstain from voting at the College level and vice versa.
- F. The agenda, frequency of meetings, location, and time shall be the responsibility of the chair on advice of the committee.
- G. A quorum shall consist of the total membership of the committee.
- H. Decisions of the committee shall be made by a simple majority vote.
- I. The retiring chair shall convene the first meeting of the year, conduct the election of a new chair, review committee procedures, and provide the new chair with procedural records.
- J. A College committee member who is being considered for promotion or tenure will not meet to review his/her own recommendation or the recommendation of a member of his/her family. In this circumstance, the alternate for the unit that the committee member represents shall represent the unit.

#### 4.6 Student Scholarships Committee

##### 4.6.1 Duties and Responsibilities

- A. To develop selection criteria for scholarship recipients and other awardees.
- B. To select scholarship recipients and awardees as appropriate.
- C. To coordinate the activities involved with student recognition, awards, and honors at convocations or commencement.

4.6.2 Membership

- A. Each unit will appoint a representative who is actively involved in teaching and/or advising students.
- B. The HES Director of Development for the College shall be an ex-officio member.

4.6.3 Guidelines

- A. All members of the committee shall be voting members.
- B. A quorum shall consist of at least two-thirds of the members.
- C. Notification of awards shall be recognized with a congratulatory letter to recipients from the Dean.

**ARTICLE VI - REVISION OF FACULTY BYLAWS--  
COLLEGE OF HUMAN ENVIRONMENTAL SCIENCES**

These Bylaws may be revised by the submission of the proposed revision in writing to the Faculty Council on College Policy for review and presentation to the College Faculty at the next scheduled meeting of the Faculty or at an agreed-upon meeting date scheduled for Bylaws revisions. A printed copy of the proposed revision and a ballot will be sent to each Faculty member. Ballots will be returned to the Faculty Council on College Policy within ten business days. A simple majority of the faculty [as defined above Article I] will be required for approval. Results of the vote will be reported by the Faculty Council on College Policy as soon as feasible and will be placed on record at the next meeting of the College Faculty.

**Appendix A**  
**College of Human Environmental Sciences**  
**Committee Rotation Schedule**

See **Article V: Committee Structure** for voting and appointment of representatives.

	<b>Odd Year Elections</b>	<b>Even Year Elections</b>
<b>ARCH STUDIES</b>	Awards and Fellowships Faculty Council on College Policy Promotion and Tenure	Academic Status and Appeals Student Scholarships
<b>HDFS</b>	Academic Status and Appeals Promotion and Tenure Student Scholarships	Awards and Fellowships Faculty Council on College Policy
<b>NS</b>	Awards and Fellowships Promotion and Tenure Student Scholarships	Academic Status and Appeals Faculty Council on College Policy
<b>PFP</b>	Academic Status and Appeals	Awards and Fellowships Faculty Council on College Policy Promotion and Tenure Student Scholarships
<b>SSW</b>	Academic Status and Appeals Faculty Council on College Policy	Awards and Fellowships Promotion and Tenure Student Scholarships
<b>TAM</b>	Awards and Fellowships Faculty Council on College Policy Student Scholarships	Academic Status and Appeals Promotion and Tenure

Rotation of responsibility for **Margaret Mangel Lectureship Committee**. Random selection of unit in first year and alphabetically in subsequent years. Rotation starting Spring 2009 is as follows:

PFP, SSW, TAM, Arch Studies, HDFS, NS.

**Appendix B**  
**College of Human Environmental Sciences**  
**Criteria for Doctoral Faculty Membership**

Approved by College of Home Economics Graduate Faculty on March 31, 1977  
Reaffirmed by Human Environmental Sciences Graduate Faculty on July 14, 1989

**Preamble**

Preparation and defense of the dissertation constitutes an important learning experience for candidates for the doctoral degree, a major requirement of the doctoral program, and an opportunity for making a significant contribution to the body of knowledge in the candidate's discipline. Given the importance of the matter, sophistication in both subject matter and research methodology is essential. Therefore, it is imperative that faculty who are elected to serve as dissertation supervisors be individuals who have demonstrated the technical expertise, commitment, and professional maturity necessary to perform effectively in that role. The primary consideration in election of an individual to the Doctoral Faculty is the potential that the individual will perform that role competently. It is in the spirit of this principle that the following criteria for membership on the Doctoral Faculty are employed by the College of Human Environmental Sciences.

**Membership Criteria**

The following College criteria are closely similar to, and are intended to be used in conjunction with, the criteria for the campus (9/16/76). These College criteria were approved by the Human Environmental Sciences Graduate Faculty on March 31, 1977.

1. The general criterion of membership on the campus Graduate Faculty is reaffirmed by the College as a minimum criterion. Application for Graduate Faculty and for Doctoral Faculty may be made simultaneously.
2. The candidate must possess an earned doctorate in most cases. Exceptions may be made in cases where the candidate has demonstrated "the equivalent in professional achievement."
3. Significant achievement in research, scholarly, or creative activities which demonstrates mature, sustained, independent work consonant with recognized national professional standards. Candidates may present evidence of:
  - a. publications\* such as articles, monographs, books, chapters in books, prepared papers for national or regional symposia, service as editor of conference or symposium proceedings; \*Normally, two single-authored, research-based articles in refereed journals of recognized high quality; authorship of an appropriate major and refereed book; or one single-authored, research-based refereed article and one professionally juried creative work in exhibits of recognized high quality within the five years immediately prior to application are required. Deviations from this norm are possible but require adequate supporting rationale from the department or school. Co-authorships or co-artists are appropriate but require definition of the candidate's contribution to the work. Publications or creative works drawn essentially from the nominee's doctoral dissertation or terminal degree work would not ordinarily be counted.
  - b. current participation in research, scholarly, or creative activity as principal investigator or artist that involved the individual in maintaining up-to-date involvement in his/her

- special field and with the leaders likewise involved, such as grants, significant participation in the research aspects of a regional research committee, service on the editorial board of a refereed professional journal in the individual's field; and
- c. professional recognition for research, scholarly, or creative activities by national/international organizations closely related to the individual's field, such as receipt of research or study-leave fellowships, diplomat status in a professional organization, relevant involvement with national professional committees or organizations, receipt of awards or prizes, etc.
4. Current participation in a graduate program. Primary indices of eligibility include participation in a doctoral program as follows:
    - a. dissertation involvement as a co-advisor or significant input as a dissertation committee member at MU or at another college or university; and
    - b. dissertation advisor of students who completed the doctoral degree at another institution.
  5. Other types of involvement in graduate programs that merit consideration include:
    - a. major advisor for at least two students receiving M.S. or M.A. degrees wherein a thesis was required;
    - b. teaching graduate courses (7000 and 9000\* level at MU) for two or more years at this or another college or university; and
    - c. election or appointment to relevant committees, either on or off campus, that reflect the candidate's professional maturity in relation to graduate or research program, such as the Graduate Faculty Senate, graduate program review teams, etc.

\*Course numbering changed from 300-400 with the implementation of myZou (revised 12-15-2008).

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<http://www.umsystem.edu/ums/departments/gc/rules/personnel/340/070.shtml>

## Collected Rules and Regulations

### Personnel

#### Chapter 340: Employee Absences

##### 340.070 Faculty Leave

**Bd. Min. 1-31-08; Amended 02.06.09.**

- A. **Professional Leave** - Within the specifications described below, each campus will develop an application and review process to approve leaves and stipulate the duration (not to exceed one year) and support associated for each leave aligned with institutional priorities and commensurate with available resources. All faculty members who accept a paid leave must state their intention to return to the University for the same amount of time they plan to be gone. Return of the faculty member for such period of time does not guarantee that the period of such leave shall be taken into account as service credit for purposes of the University's Retirement, Disability, and Death Benefit Plan. Exemptions to returning to the University at the conclusion of the leave can only be granted by the president upon recommendation of the chancellor. Additionally, all faculty members must file a report on the accomplishments during the leave period as specified by their

chancellor or chancellor's designee.

1. **Research Leave.** Tenured, tenure-track, and full-time, ranked non-tenure track research faculty members with established scholarly, artistic or research records are eligible to apply for a research leave. A research leave may be taken for a period of time up to a full year. If a faculty member receives an external fellowship or grant support for a research leave, the University may supplement such support to provide full regular salary; if such external support is not received, the University may provide full regular salary. Additional travel funds and leave related expenses may be provided as deemed appropriate.
  2. **Development Leave.** Tenured, tenure-track and full-time, ranked non-tenure track faculty members are eligible to apply for a development leave to pursue personal, professional, instructional, or administrative development. Development leave may be taken for a period of time up to a full year. If a faculty member receives external fellowship or grant support for a development leave, the University may supplement such support to provide full regular salary; if such external support is not received, the University may provide full regular salary. Additional travel funds and leave related expenses may be provided as deemed appropriate.
  3. **Sabbatical Leave.** Tenured faculty members are eligible to apply for a sabbatical leave after six or more years of service, and can reapply for subsequent sabbatical leaves six years after the prior sabbatical leave. Sabbatical leaves may be taken for a period of time up to a full year. A faculty member on a sabbatical leave will receive up to one-half their regular annual salary. Additional travel funds and leave related expenses may be provided as deemed appropriate.
- B. **Personal Leave** - Within the specifications described below, each campus will develop an application and review process to approve personal leaves and stipulate the duration (not to exceed one year) and support associated for each leave.
1. **Leave of Absence.** Faculty members may apply for a personal leave without pay. A leave of absence may be granted in cases of exceptional personal or institutional reasons, such as medical leave beyond the requirements of the Family and Medical Leave Act (FMLA). A leave of absence without pay may be granted for a period not to exceed one year and may not extend past the ending date of the faculty member's appointment. Any extension of the one year limit must be approved by the chancellor.
  2. **Family and Medical Leave.**
    - a. **Summary:** FMLA is a federal law that requires an employer to provide eligible employees with the right to take a leave of absence for family or medical reasons, and leave for military families while maintaining job protection.
    - b. **Eligibility:** Any faculty member who has been employed by the University for a total of at least 12 months at the time of the leave of absence, and who has worked at least 1250 hours in the 12-month period preceding the leave is eligible for a family and medical leave.

c. **General Leave:**

(1) The University will provide up to 12 work weeks of leave within any 12-month period for the birth of a faculty member's child(ren); the adoption of a child by a faculty member, or official placement of a child with a faculty member for foster care (leaves for birth or adoption must be taken within 12 months of the event); the care of a son, daughter, spouse or parent (not parent-in-law) having a serious health condition; and the incapacity of a faculty member as a result of a serious health condition. Leave for the care of an adult son or daughter (at least 18 years old) is not covered unless required as a result of "mental or physical disability" as those terms are defined under the Americans with Disabilities Act.

(2) The University requires a 30-day notice if the leave is foreseeable. For unforeseen circumstances, the University requires as much notice as is practicable.

(3) The University requires the health care provider to certify the necessity of the medical leave. Medical leave will be limited to the duration of the serious health condition, as defined by FMLA. A faculty member may take intermittent leave or leave on a reduced work schedule if medically necessary for his/her own serious health condition or the serious health condition of an immediate family member. Intermittent leave may also be taken for covered service member leave or a qualifying exigency. A faculty member taking intermittent leave must make a reasonable effort to schedule such leave so as not to unduly disrupt University operations. Intermittent leave is not available for birth, adoption, or foster care. A health care provider's certification will be required for return to work from the faculty member's own serious health condition.

(4) Faculty members who take family and medical leave, either paid or unpaid, shall not, because of such leave, be assigned heavier work load or be otherwise discriminated against.

d. **Qualifying Exigency Leave:** The University will provide up to 12 work weeks of leave within any 12-month period for a qualifying exigency. A qualifying exigency arises out of the fact that the faculty member's spouse, son, daughter, or parent has been notified of an impending call or order to federal active duty in the Reserve or National Guard. Qualifying exigency leave may be taken for an adult son or daughter, including the eligible faculty member's biological, adopted or foster child, stepchild and legal ward. The University may require a copy of the applicable military member's active duty orders and a certification providing the appropriate facts related to the qualifying exigency.

e. **Covered Service Member Leave:** An eligible faculty member who is the spouse, son, daughter, parent, or blood relative of a covered service member who is recovering from a serious illness or injury sustained in the



line of duty on active duty and is actively receiving medical treatment, is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The University requires medical certification from the military that the service member is recovering from a serious injury or illness sustained in the line of duty on active duty and is actively receiving medical treatment.

- f. **Paid Family and Medical Leave:** A tenured, or tenure-track, or full-time, ranked non-tenure track faculty member who is eligible for family and medical leave will be paid, up to 12 weeks, during any portion of such leave that occurs during the faculty member's normally scheduled work duties. Paid family and medical leaves cannot exceed more than two 12-week paid leaves within a six-year period. Additional leaves during any six-year period will be unpaid. However, if such faculty member is covered by another approved University vacation/sick leave policy, the provisions of such vacation/sick leave policy shall apply in determining the extent to which the family and medical leave shall be paid.
  - g. **Unpaid Family and Medical Leave:** All faculty members eligible for family and medical leave not listed as entitled to paid leave shall be entitled to such leave without pay unless they are covered by another approved University vacation/sick leave policy in which event the provisions of such vacation/sick leave policy shall apply.
  - h. **Maximum Leave:** The maximum leave permitted during a 12-month period is 12 weeks for eligible faculty under all general and qualifying exigency leaves (used independently or in combination). The maximum leave permitted during a 12-month period for covered service member leave is 26 weeks for eligible faculty, which includes the 12 weeks of general or qualifying exigency leave if needed in the same 12-month period.
- C. **Military Leave.** See Human Resource Manual for procedures associated with a military leave.
- D. **Extension of Probationary Periods** - For tenure-track faculty members who take a family and medical leave in excess of six weeks, the probationary period will be extended for a period of one year with a maximum of two one-year extensions during the probationary period. The extension of the probationary period does not preclude a tenure-track faculty member from making a request for a promotion and tenure decision at an earlier date. Tenure-track faculty members who take a family and medical leave may choose to decline the extension and retain their original probationary time period. Any other extension of the probationary period is left to the discretion of the chancellor.
- E. **Definition of Full-time, Ranked, Non-Tenure (NTT) Faculty.** For purposes of this policy, there shall be four main types of full-time, ranked NTT faculty. Each should have primary responsibility in a single area: teaching, or research, or clinical practice, or extension activities. The titles should identify the area. Within each area, there shall be three ranks:
- 1. Research faculty (Research Professor, Associate Research Professor, Assistant Research Professor)

Bylaws approved by College vote 11 19 2002 FMLA Policy included by College vote: 03-14-2006 – superceded by UM System FMLA Policy 03-06-2008. Faculty vote: 12-15-2008; revised 02-02-2009; revised 02-18-2009 FMLA policies.

2. Teaching faculty (Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor)
3. Clinical/Professional Practice faculty (Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor or Professional Practice Professor, Associate Professional Practice Professor, Assistant Professional Practice Professor)
4. Extension faculty (Extension Professor, Associate Extension Professor, Assistant Extension Professor)

Revisions: 4-27-2005, 3-14-2006 (HES FMLA extracted) and superceded – 03-06-2008; vote completed: 12-15-2008; revised 02-02-2009; re vision for title change Extension Associate 3-23-2015, clarifying info 4-13-2015

Bylaws revision documentation: 12-15-2008

### **Mission**

The College of Human Environmental Sciences addresses human needs and enhances individual and family life in a diverse and global society by conducting advanced research, preparing professionals and providing outreach. (passed 100%)

1. **HES Committees:** Recommend that each unit be represented by one unit representative to the following committees (passed 100%):
  - Academic Status and Appeals
  - Faculty Council on College Policy
  - Graduate Faculty Council (responsible for Graduate Fellowships)
  - HES Promotion and Tenure
  - Student Scholarships (name change from Student Recognition and Awards)
2. Change the name of the Student Recognition and Awards Committee to Student Scholarships Committee. (passed 100%):
3. Recommend elimination of the following committees:
  - HES Curriculum – Assign responsibility to unit head, with input from unit faculty and HES Student Services Director
  - Faculty and Alumni Recognition -- Assign responsibility to the HES Development Office and Director of External Relations who can seek faculty input as appropriate
4. Recommend rotation of responsibility for Margaret Mangel Lectureship with each unit. Random selection of unit in first year and alphabetically in subsequent years.

*A unit will be randomly selected in the first year by an unbiased person drawing a slip of paper with a unit name on it from a container.*

### **Non-Tenure Track Promotion Guidelines – Tenured and Tenure Track Faculty and Non-Tenure Track Faculty allowed to vote.**

Guidelines were revised to bring the HES NTT Guidelines into compliance with MU and System guidelines. The most significant change is in the process at the College level. The guidelines reflect that NTT Faculty be reviewed for promotion by a majority of non-tenure track faculty as described below.

**College Promotion Review.** A majority of the faculty members for Non-Tenure Track faculty review shall be Non-Tenure Track faculty members, at the promotable or above level, supplemented by a sub-set of the regular P&T committee, chosen by that committee. The Non-Tenure Track faculty shall elect the Non-Tenure Track faculty members for the Promotion Review Committee from among the available Non-Tenure Track faculty at the promotable or above level. Until there exists a sufficient number of Non-Tenure Track faculty within the college to serve on the Promotion Review Committee, the regular P&T committee will secure

Non-Tenure Track faculty members at the promotable or above level, from outside the college, to meet the above requirement.

The HES Non-Tenure Track faculty Promotion Review Committee receives their charge from the Dean and the files of Non-Tenure Track faculty promotion candidates. The HES Non-Tenure Track faculty Promotion Review Committee reviews the portfolios/dossiers. If questions arise, the committee may request additional information from the unit leader. Such additional information may be given with or without the candidate being present; however, the candidate has the option to be present.

6. Concerning the third-year review. FCCP recommends changing the Bylaws to add a duty to the Promotion and Tenure Committee Duties and Responsibilities (inserted as E. and noted in red below).

4.7 Promotion and Tenure Committee

4.7.1 Duties and Responsibilities

- A. To help ensure fair and equitable treatment of faculty with respect to matters involving promotion and/or tenure.
- B. To help safeguard the interests of the College and the integrity of rank and tenure standards.
- C. To review the credentials and accompanying recommendations of faculty already on appointment who are being considered for promotion in rank or appointment to tenure status and formulate a committee recommendation in support of, or in opposition to, the proposed action.
- D. To review the credentials and accompanying recommendations of persons under consideration for appointment to the Faculty at the rank of Associate Professor or Professor. To formulate a committee recommendation regarding the proposed academic rank and tenured appointment, if tenured status is proposed. Upon request from a unit search committee and the unit head, the Promotion and Tenure Committee may give feedback to that unit on the credentials and accompanying recommendations of persons under consideration for appointment to the Faculty at ranks lower than Associate Professor; but, this is considered exceptional rather than standard procedure.
- E. To review, upon request, the materials submitted at the departmental level for third-year review by a tenure-track faculty member and provide advisory feedback from the committee as to the progress of the faculty member toward tenure attainment.
- F. To review, upon request, the academic ranks of a faculty member to evaluate the presence of inequity when rank for an individual appears too low in terms of the individual's competence and performance relative to his/her unit's criteria and prevailing standards within the College. The faculty member initiates such reviews; however, peers and/or administrative faculty in the College may suggest to a faculty member that such a review be undertaken.

Should the committee determine that a case of apparent inequity exists, the committee then has the responsibility of contacting the unit head to review the matter. If, after such review with the unit head, the committee remains convinced that an inequity exists, the committee has the authority to initiate a recommendation for promotion in rank. In such cases, the unit is required to develop a recommendation for the faculty member in question, whether positive or negative, following the usual procedures established by the unit and the College Promotion and Tenure committees with respect to promotion in rank.

- G. To hear appeals from faculty who may wish to appeal recommendations of the College Promotion and Tenure Committee with respect to promotion and/or tenure at the College level. (Across the University system, appeals of recommendations are heard at the same level and by the same committee that made the recommendation.)