The Faculty Code of the University of Michigan-Flint

Effective May 1, 2002

The University of Michigan-Flint, one of three campuses of the University of Michigan, serves the citizens of the city of Flint and the surrounding region. We are committed to the highest standards of teaching, learning, scholarship, and creative endeavors. Our urban location affords us an opportunity to provide a University of Michigan education to students with varied life experiences. The community is invested in our University, and together we work to enhance the cultural, economic, intellectual, and social vitality of the city and region. Rooted in the historical tradition of excellence of the University of Michigan, we offer bachelors and graduate degree programs in the liberal arts and sciences and in a number of pre-professional and professional fields.

MISSION STATEMENT

The University of Michigan-Flint is a comprehensive urban university of diverse learners and scholars committed to advancing our local and global communities. In the University of Michigan tradition, we value excellence in teaching, learning, and scholarship; student centeredness; and engaged citizenship. Through personal attention and dedicated faculty and staff, our students become leaders and best in their fields, professions, and communities.
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Article 1  

**The Organization of The University of Michigan-Flint**

Section 1.  **Definitions** (See Regents Bylaws Section 5.01.)

a. The term "faculty" shall include members of the teaching and research staff together with the executive officers; the directors of various teaching, research, and library units; research associates, curators, and persons with similar duties.

b. The term "professorial staff" shall include professors, associate professors, and assistant professors.

c. The term "instructional unit" shall be used to designate a school or college or such other comparable entity as may be established by the Board of Regents of the University of Michigan.

d. The term "governing faculty," when used in connection with a school or college, shall include those members of the school or college who are professors, associate professors, assistant professors, and clinical professional staff. The governing faculty shall include instructors and lecturers who hold appointments of one-half time or more provided that they have held appointments for one or more years and are authorized to vote by a majority of the professorial staff of the appropriate school or college.

e. The "University of Michigan-Flint (UM-Flint) Faculty" shall consist of governing faculty of the instructional units, professional librarians, archivists and curators, as well as administrators with academic appointments.

Section 2.  **Faculty Role in Matters of Educational Policy and Unit Governance**

a. UM-Flint faculty interests include all issues which affect the functioning of UM-Flint as an institution of higher learning, which concern its obligations to the state and to the community at large, and which relate to internal organization, insofar as such matters involve general questions of educational policy. The UM-Flint faculty may make recommendations on all UM-Flint academic matters not delegated to the individual instructional units by the Board of Regents.

b. In each instructional unit, the governing faculty shall be in charge of the affairs of the instructional unit, except as delegated to the executive committee, if any. (See Regents Bylaws Section 5.02.) Unit governing faculty are vested with the affairs of those units as listed below (see Article 2, Section 1).

Article 2  

**Matters Delegated to the Governing Faculties by the Board of Regents**

Section 1.  **Powers and Duties of the Governing Faculties**

The faculty of each instructional unit shall from time to time recommend to the Board of Regents for approval such regulations as are not included within these Bylaws and which are pertinent to its structure and major operating procedures, such as departmental organization,
requirements for admission and graduation, and other educational matters, the determination of which is within the peculiar competence of the faculties of the several instructional units.

Subject to the ultimate authority of the Board of Regents, the faculty of each instructional unit is also vested with plenary powers to make rules and regulations concerning other matters such as admissions, degree requirements, curriculum, general education, grading, class attendance, operating procedures, department organization, committee organization and related internal matters.

Each faculty shall provide suitable instruction for the students enrolled in its instructional unit. Each faculty shall recommend to the Board of Regents those students under its jurisdiction who qualify for University degrees. It shall, subject to the Board of Regents, possess such other powers as are necessary to the performance of its duties. (See Regents Bylaws Section 5.03.)

Each faculty shall adopt rules and procedures for its own governance, and shall appoint a secretary, define the secretary's duties, and keep a record of faculty action.

In the absence of specific rules to the contrary, the rules of parliamentary procedure as described in Robert's Rules of Order shall be followed by the faculties, committees, boards, and other deliberative bodies of the instructional units. (See Regents Bylaws Section 5.04.)

Section 2. Faculty Communications to the Regents

Each faculty shall submit its communications to the Regents in writing through the chancellor. Each dean shall endorse faculty communications, making appropriate explanatory statements as needed. (See Regents Bylaws Section 5.05.)

Section 3. The Deans and Executive Committees

The dean or director or administrative head of an instructional unit shall be appointed by the Board of Regents on recommendation by the chancellor and by the president to act as executive officer of the instructional unit or department.

If an executive committee has been created by the Board of Regents for the unit, the dean, director, or head shall be assisted by the executive committee and will be, ex officio, the chair. The executive committee, in addition to assisting with administrative functions, shall be charged with the duties of investigating and formulating educational and instructional policies for consideration by the faculty and shall act for the faculty in matters of budgets, promotions and appointments. (See Regents Bylaws Section 5.06.)

Article 3 The University of Michigan-Flint Faculty

Section 1. The Faculty Council

a. Membership

The Faculty Council shall consist of the following members: a chair, a chair-elect/secretary, a past chair, one representative each from the Academic Affairs Advisory Committee and the Chancellor’s Advisory Committee for Budget and
Planning, one representative from each of the instructional units, except for the College of Arts and Sciences which shall have two representatives, and a librarian.

Each instructional unit shall nominate its representative for a three-year term. The terms shall be staggered so as to minimize the number elected each year. Terms of the Faculty Council members shall run from May 1 through April 30, except that the term of the representative from Chancellor's Advisory Committee for Budget and Strategic Planning shall run from September 1 to August 31. Representatives from the advisory committees may serve consecutive one-year terms, however, no person may serve on the Faculty Council as an officer, as a unit representative, or as an advisory committee representative for more than three consecutive years. Service in more than one of these capacities may extend beyond a three-year period, but shall not extend beyond six consecutive years without a one year hiatus.

Elections of Faculty Council members shall take place concurrently with the elections of members to the University faculty standing committees. (See Article 3, Section 3.a.) A vacancy of up to one year among instructional unit representatives shall be filled by the Faculty Council, with nominees provided by the instructional unit.

b. **Officers**

The UM-Flint Faculty shall each year elect a chair-elect/secretary to a three-year term on the Faculty Council. This person shall serve as chair-elect/secretary during the first year of the term, chair the second year, and past chair the third year.

The chair of the Faculty Council shall preside over Faculty Council meetings, as well as regular and special meetings of the UM-Flint faculty (see Article 3, Section 2).

The chair-elect/secretary shall serve as secretary both of the Faculty Council and the UM-Flint faculty and shall preside at Faculty Council and UM-Flint faculty meetings in the chair's absence. Only faculty members not eligible for sabbatical during the next two academic years shall be eligible for election as chair-elect/secretary.

The secretary shall record and make available to the campus the minutes of all meetings of the UM-Flint faculty, the minutes of the Faculty Council, special reports including those of the Faculty Council, and all other official actions of this faculty.

The secretary shall distribute to the UM-Flint faculty notices of meetings of the UM-Flint faculty normally at least one week, and in no case later than forty-eight hours, before the established meeting time. In case of an emergency the UM-Flint faculty may meet and suspend this rule by majority vote of those attending.
The chair shall receive items to be placed on the agenda of UM-Flint faculty meetings.

c. **Filling Vacancies in Officers Positions**

If a vacancy arises in the chair-elect/secretary position, a new election by the usual procedure will be held as soon as possible. If a vacancy in the chair position arises, the past chair will fill the position for the remainder of the unexpired term, as well as the past chair position. If a vacancy in the position of past chair arises, it will not be filled.

d. **Functions**

The areas of concern of the Faculty Council shall be those of the UM-Flint faculty. The Faculty Council shall act for the UM-Flint faculty in all matters unless and until such action is revoked by a vote of the UM-Flint faculty.

The Faculty Council shall prepare proposals on matters of fundamental importance to the University to be voted upon by the UM-Flint faculty. Examples of such issues are major changes in academic policy or academic structures. The Faculty Council shall be responsible for observing adherence to the principles of faculty governance and shall itself resolve issues related to the ongoing operations of faculty governance. The Council shall receive recommendations for amending the Code and be responsible for ensuring that the Code is circulated to the faculty.

The Faculty Council shall advise and consult with the chancellor on matters of university policy. It may request information from any member of the university staff and may invite any such person to sit with it for the purpose of consultation and advice. With support from the Office of the Provost, the Faculty Council shall conduct the *Survey of Administrators: General Policy* (see Appendix).

The Faculty Council shall communicate its opinions, recommendations and actions to the UM-Flint faculty.

e. **Meetings**

1. **Scheduling**

   Faculty Council meetings shall be scheduled throughout the year at the discretion of the chair of the Faculty Council. Meetings shall be scheduled at least once a month, September through May. The chair shall call a Faculty Council meeting within 96 hours when requested to do so by three or more members of the Faculty Council.

2. **Announcements and Agenda**

   The chair-elect/secretary shall provide written notice of a Faculty Council meeting to all Faculty Council members, the president of the Student Government Council, and the editor of the student newspaper in time to be
delivered normally at least a week, and in no case less than forty-eight hours, before the meetings. This rule may be suspended by the Faculty Council when, in its opinion, an emergency has arisen which will not permit delay in the calling of a meeting.

Any member of the UM-Flint faculty may submit to the chair of the Faculty Council proposals to amend, repeal, or adopt standing rules or policies within the purview of the Faculty Council. Proposals must be received at least seventy-two hours before the meeting and must be circulated to all members of the Faculty Council at least forty-eight hours before the meeting.

An ordered agenda for each Faculty Council meeting shall be prepared by the chair and delivered with supporting material at least forty-eight hours before the meeting to those notified of the meeting. The agenda shall include all new business of which the Faculty Council is aware at the time of circulation. New business which is not on the circulated agenda and which meets the requirements of the preceding paragraph shall be considered by the Faculty Council after the items on the circulated agenda.

3. **Quorum**

A majority of the voting members of the Faculty Council shall constitute a quorum to do business, but a smaller number may receive reports and hear presentations, discuss any matter properly before them, and adjourn the meeting to another day; however, no motion shall be in order to amend, repeal, or adopt any policy, nor shall any election be held, or any expression on university policies be recorded in the absence of a quorum.

4. **Observers at Faculty Council Meetings**

Observers to the meetings of the Faculty Council are welcome. However, the Faculty Council has the prerogative to close a meeting upon a vote of a majority of Faculty Council members present.

Section 2. **Meetings of the Faculty**

a. **Regular Meetings**

Regular meetings of the UM-Flint faculty shall be called by the chair of the Faculty Council, who shall serve as chair of these meetings. Faculty meetings shall be called at least once each Fall and Winter semester to consider issues of fundamental importance to the university. An agenda will be circulated at least forty-eight hours before the meeting. The Faculty Council shall prepare proposals for these meetings on such matters to be voted on by the UM-Flint faculty. (See Article 3, Section 2.c.) The chair of the Faculty Council shall determine the final agenda in consultation with the Faculty Council. The UM-Flint Faculty shall elect a parliamentarian for a one-year term. This faculty member would serve as parliamentarian at the Governing Faculties meetings as
well as be a resource for parliamentary procedures during his/her term in office. In his/her absence, the Chair will appoint a member of the Governing Faculties as parliamentarian pro-meeting.

b. Special Meetings

A special meeting of the UM-Flint faculty shall be called to discuss an issue described in a petition, upon presentation of such a petition with the signatures of a minimum of ten members of the UM-Flint faculty.

c. Discussion and Voting

Regardless of the number of members present, a meeting of the UM-Flint faculty shall discuss all matters on the agenda, all motions introduced by the Faculty Council, all motions made by faculty members at the meetings, and all other matters properly before the meeting.

All main motions need three-quarters majority vote to be approved at a meeting. If the motion is approved by simply majority but less than three-quarters, the motion will be voted upon by electronic ballot. In this case, the chair-elect/secretary of the Faculty Council shall prepare the ballot, organizing and subordinating related motions so that voting will produce a consistent outcome; all motions shall be accompanied by the secretary’s report of relevant discussion at the faculty meeting and by all material deemed appropriate by the chair of the Faculty Council, including reasons for supporting or opposing the motion.

The electronic ballot shall be circulated within one week of the faculty meeting, and votes are to be cast within one week of the ballot’s circulation. The chair-elect/secretary shall promptly report the numerical results of the voting to all UM-Flint faculty. The Faculty Council can accelerate the voting schedule when it believes that an emergency situation requires a rapid response.

d. Observers

Observers to the meetings of the UM-Flint faculty are welcome. However, the faculty has the prerogative to close a meeting upon a vote of a majority of faculty present.

Section 3. University Faculty Standing Committees

Members of standing committees and the Faculty Council shall represent the interests of the University as a whole and shall act in the broad interests of UM-Flint.

a. Election and Conditions of Membership

Members of university faculty standing committees shall be elected for three-year terms in April of each year by the UM-Flint faculty. The Nominating Committee (see Section 4k below) shall send a list of nominees to members of the UM-Flint faculty by March 21. Members of the UM-Flint faculty may submit additional nominees to the chair-elect/secretary until March 31.
The chair-elect/secretary shall circulate an electronic ballot by April 7, due no later than April 21 and shall notify the faculty and the Student Government Council president by April 30 of the results of the election. Ties shall be resolved by sending additional ballots to the faculty, and the chair-elect/secretary shall notify the faculty of the outcome.

Members of the UM-Flint faculty who hold more than 50% administrative appointments shall not be eligible for election to standing committees.

If the Nominating Committee does not receive nominees for unit designated committee seats from the units, the Nominating Committee may nominate persons from any units for such seats. Individuals then elected will occupy such seats for their entire three-year terms.

With the exception of the Chancellor’s Advisory Committee for Budget and Strategic Planning, all terms on standing committees run from May 1 to April 30, and committees shall meet and elect their respective chairs and Faculty Council representatives (if they exist) by May 31. The continuing member of the committee who is first alphabetically has the task of arranging the first meeting, and should expect to be notified by those student members who have been appointed by the Student Government Council to be student members. Terms on the Chancellor’s Advisory Committee for Budget and Strategic Planning run from September 1 to August 31, and this committee shall meet and elect a chair and Faculty Council representative by September 30.

A faculty vacancy of at most one year on a standing committee shall be filled by the Faculty Council, with nominees provided by the Nominating Committee. A vacancy of more than one year shall be filled by the usual procedure for electing members of standing committees. Faculty members on leave are relieved automatically of their standing committee assignments, and their replacements shall serve for the duration of the leave. A vacancy occurring for any other reason shall be filled for the remainder of the unexpired term. It shall be the responsibility of the chair of the Nominating Committee to ascertain the names of faculty members vacating standing committee posts due to leaves of absence.

The Student Government Council may appoint student members on standing committees as provided in Section 4 below. Student members shall be enrolled in at least nine hours of credit, shall be in good standing, and shall have at least sophomore standing. In the event the SGC does not appoint representatives then committee chairs should assume responsibility to seek student representation.

Ex officio members of standing committees shall be without vote. They may choose representatives to serve in their stead.
b. **Reporting**

The Committee on the Economic Status of the Faculty and the Faculty Grievance Committee shall be standing committees of the UM-Flint faculty, and as such shall report directly to the UM-Flint faculty. All other committees are standing committees of the Faculty Council and as such shall make reports and recommendations directly to the Faculty Council at least once a semester and highlighting issues of importance to the faculty.

Chairs of all Faculty Council standing committees must include the chair of the Faculty Council in the circulation of agendas and minutes. Committees must keep the Faculty Council advised when substantive issues are being considered by their committees.

Section 4. **University Faculty Standing Committees--Membership and Functions**

a. **Chancellor's Advisory Committee for Budget and Strategic Planning**

The Chancellor’s Advisory Committee shall consist of one representative from each instructional unit, except for the College of Arts and Sciences which shall have two representatives, a librarian and two at-large representatives. The chancellor, the provost, and the vice chancellor for business and finance shall be members, *ex officio*. One faculty member shall be designated to represent CAC/BSP on the Faculty Council.

The committee shall consult with, advise, and make recommendations to the chancellor on matters of general university policy, particularly budget and resource allocation, including space. The committee will be involved, in its advisory capacity, with the periodic and on-going review of the effectiveness of the current budget model. The committee shall review the budgets of proposed new programs and report to the Academic Affairs Advisory Committee and, when appropriate, the Graduate Board. It shall obtain and examine the information necessary to sustain effective involvement in the ongoing budget and strategic planning processes at the university of Michigan-Flint. To that end, the committee may, from time to time, invite other vice chancellors, deans, or others who can provide information and perspective. The committee shall especially consider and look for congruence between budgetary decisions and the strategic plan.

Annually, in the fall, the provost will review the academic plans and goals with the committee for both the past year and the coming year in terms of their congruence between the budget and the strategic plan. The committee shall regularly report to the Faculty Council the results of its budgetary studies, its budgetary recommendations, and any other matters relative to the budget that the Faculty Council might require to carry out its charge.

The committee shall meet at the discretion of the chair throughout the year, but normally twice a month, with the chancellor from September through May. The chair of the committee and the chancellor will consult on the agenda for all committee meetings.
b. **Academic Affairs Advisory Committee**

The Academic Affairs Advisory Committee (AAAC) shall consist of one representative from each instructional unit, except for the College of Arts and Sciences which shall have two representatives, a librarian, three at-large representatives, and two student members. The provost shall be a member, *ex officio*. One faculty member shall be designated to represent AAAC on the Faculty Council.

The committee shall advise the provost on programs having campus-wide implications that affect academic affairs. This includes coordination and allocation of resources among instructional units; clarification of the jurisdiction of instructional units over curricular areas, academic support matters, preparation of the calendar and the official University of Michigan-Flint *Catalog*; and other matters of concern to the committee or the provost. The committee shall make its recommendations on all new degree programs, review of existing programs, support their development, and make recommendations to the provost on all matters affecting the academic life of the campus.

c. **Student Concerns Committee**

The Student Concerns Committee (SCC) shall consist of one representative from each instructional unit, a librarian one at-large representative, and two student members. The vice chancellor for inclusion and student life shall be a member, *ex officio*.

The committee shall work with the vice chancellor for inclusion and student lifers and make recommendations regarding issues affecting the lives of students and students’ academic success. It will serve as the selection committee for the Faculty/Staff Scholarship. It shall provide a forum for direct communication from students to faculty. The committee shall review and evaluate data and policies that impact student satisfaction, success, and well-being, and the committee shall propose matters of action to the faculty, faculty committees, and/or administrative units.

d. **Administrative Services Advisory Committee**

The Administrative Services Advisory Committee (ASAC) shall consist of one representative from each instructional unit, one at-large representative, and two student members. The vice chancellor for business and finance shall be a member, *ex officio*.

The committee shall consult with, advise, and make recommendations to the vice chancellor for business and finance in formulating administrative policies regarding services, facilities, parking, building maintenance, accessibility issues, space utilization, etc.
e. Academic Assessment Committee

The Academic Assessment Committee shall consist of one representative from each instructional unit, one at-large member and at least one student member. The provost shall appoint an individual with the rank of the assistant dean or higher who shall serve as an ex-officio member. One additional faculty member may be selected by the Faculty Council from a slate presented by the provost on the basis of professional experiences in areas relating to assessment.

The committee will oversee the University of Michigan-Flint’s assessment of student learning, approving all assessment proposals and annually reviewing and evaluating department and program assessment activities. The committee will provide feedback to and consult with departments and programs to ensure a standard of quality in student outcomes assessment within the curricula approved by the faculty. The committee will work with the campus to provide development opportunities and support the analysis and use of assessment results to improve student learning. The committee will also ensure that campus-wide assessment efforts grounded in the principles of student-centered learning remain consistent with the policies of the North Central Association of Colleges and Schools (NCA). The committee will forward an annual report on student learning at the University of Michigan-Flint to the provost. Finally, the committee will advise and assist the assistant provost in formulating assessment policy, distributing funds designated by the provost’s office for assessment, and preparing materials on student learning for NCA accreditation.

f. Graduate Board

The Graduate Programs Committee shall consist of one representative from each instructional unit, one at-large graduate program director, and one graduate student member. The dean of graduate programs and director of graduate admissions shall be members, ex officio.

The board shall advise the provost or the designate on matters relating to the development and operation of graduate programs. The board shall review and foster proposals for new graduate programs at UM-Flint and make recommendations with regard to their development and implementation to the provost and the chancellor. The board shall promote the quality of graduate programs through timely review, which may include consideration of reports and documents submitted to external review organizations, and shall act as a liaison with the Rackham Graduate School.

g. Library Committee

The Library Committee shall consist of one representative from each instructional unit, one at-large representative, a librarian, and two student members. The director of the library shall be a member, ex officio.

The committee shall advise the director of the library on the operation of the library as related to the educational objectives of all units, including new programs and the impact of new programs on library resources and services.
The committee shall study library usage and trends in library service, administration, and operation, and shall advise the director of the library and the provost as appropriate on library policies and practices, and make recommendations regarding the library. It shall also investigate and recommend to the Faculty Council matters of significance regarding library services, operations, and resources.

h. **Technology Committee**

The Technology Committee shall consist of one representative from each instructional unit, one at-large representative and two student members. The Director of Information Technology Services shall be a member, *ex officio*.

The committee shall advise the Director of Information Technology Services (ITS) on the issues and needs of instructional technology and budgetary priorities within ITS. The committee shall make recommendations for the allocation of technology grant funds.

i. **Research and Creative Activities Committee**

The Research and Creative Activities Committee shall consist of one representative from each instructional unit, one at-large representative, and one student member. The Director of Research and Sponsored Programs shall be member, *ex officio*, and facilitate and manage the administrative processes.

The committee shall advise the Director of Research and Sponsored Programs. The committee shall establish and review policies and procedures regarding research and creative activities conducted by the UM-Flint community. In particular, the committee shall recommend the disbursement of research initiative, research excellence, faculty development, and undergraduate and graduate research grants under faculty mentors.

j. **Scholarships, Awards and Special Events Committee**

The Scholarships, Awards and Special Events Committee shall consist of one representative from each instructional unit, one at-large representative, and two student members. The associate vice-chancellor and dean of students shall be a member, *ex officio*.

The committee will review and recommend to the Faculty Council policies and priorities relative to scholarships. The committee shall establish and review policies and criteria for granting campus-wide awards and honors to students and faculty. It shall also make recommendations for the granting of such scholarships and awards.

The committee shall be responsible for soliciting, screening, selecting, and funding special events sponsored by UM-Flint and supported by income from UM-Flint endowment funds and other funds that may be available to support events that contribute significantly to the intellectual and artistic development of UM-Flint and the Flint community.
The committee, through the provost, shall be responsible to the chancellor for its expenditures of funds on special events. At the close of each academic year, the provost shall report to the chancellor on such expenditures and on the committee's assessment of the effectiveness of the special events presented. The provost and the committee shall also project the general program for special events during the next year and present to the chancellor a budget request for funding.

The committee shall consult with and advise the provost on the planning of academic ceremonies, including commencement exercises, and the selection of the student commencement speaker.

k.  **Nominating Committee**

The Nominating Committee shall consist of one representative from each instructional unit and one at-large representative.

The committee shall solicit nominees for all vacancies and invite nominations from the academic units for the designated seats on the Faculty Council and university-wide committees. Finally, it shall forward by March 21 a slate of nominees to the UM-Flint faculty. In all cases, the committee shall seek to nominate individuals with expertise or interest in the positions to be filled and ensure that nominations are consistent with requirements of the Code.

The chair of the Faculty Council may also direct the Nominating Committee to submit to the Faculty Council nominations for special appointments to task forces and search committees.

l.  **Committee on the Economic Status of the Faculty**

The Committee on the Economic Status of the Faculty shall consist of one representative from each instructional unit and one at-large representative.

The committee shall gather information regularly from the faculty and other sources about workplace satisfaction, salary, benefits and other compensation received by the faculty. The committee shall consult on matters of data collection and analysis with the Office of Institutional Analysis and the chancellor, via the faculty advisor to the chancellor. UM-Flint will provide staff support for timely and consistent data collection. After consultation with the Faculty Council, its findings shall be submitted to the president and regents as appropriate. The committee shall also report its findings to the UM-Flint faculty at least once a year.
m. Faculty Grievance Hearing Panel

The Faculty Grievance Hearing Panel (FGHP) shall consist of twelve UM-Flint tenured faculty, clinical faculty, and librarians at the level of associate or higher, for a total of twelve members. Four voting members of a Grievance Hearing Board are selected from these twelve individuals.

Membership on the FGHP will be allotted as follows: The College of Arts and Sciences shall have three members, the School of Education and Human Services, the School of Management, the School of Nursing, the School of Health Professions and Studies shall have two members, and the Library shall have one member.

FGHP members will serve single staggered terms of two years. FGHP members may not serve consecutive terms with the exception of replacement members who serve for one year or less.

For detailed functions, see Section 8 of the Standing Rules.

n. Office of Extended Learning Advisory Committee

The Office of Extended Learning Advisory Committee shall consist of one representative from each instructional unit, one at-large representative, a librarian, and two student members. The director of the office of extended learning shall be a member, ex officio.

The jurisdiction of the committee is limited to programs outside the purview of instructional units or other established faculty bodies (e.g., the Honors Council or International and Global Studies core faculty).

The committee shall be responsible for reviewing and maintaining the quality of programs which extend teaching and learning beyond the immediate campus. The committee shall review and approve off-campus programs and non-credit programs under the Office of Extended Learning.

o. General Education Curriculum Committee

The General Education Curriculum Committee (GECC) shall consist of one representative from each instructional unit, except for the College of Arts and Sciences, which shall have two representatives, the chair (or designee) of the curriculum committee of each unit, and a student member. The provost shall designate an ex officio member. Individuals representing their unit’s curriculum committee shall serve for one year.

With a firm commitment to a campus-wide perspective, GECC shall work to refine and improve student learning within the university’s General Education curriculum. GECC is advisory to the faculties of the college and schools. It shall serve as a liaison between the schools and college curriculum committees and present pertinent program matters to the unit faculties for consideration by
the faculties. GECC requests First-Year Experience (FYE) proposals, solicits and reviews courses for the General Education program and, when approved, recommends them to the faculties for their approval. The committee shall ensure that individual courses are aligned with the appropriate general education program learning outcomes. The GECC undertakes periodic reviews of the entire program to make sure that the program goals are met. The committee also evaluates FYE courses. The committee shall facilitate dialogue and implement a communication plan to support improvement to the general education program.

p. Committee on Undergraduate Admission Standards

The Committee on Undergraduate Admission Standards shall consist of one representative from each instructional unit, one at-large representative, and two student members. The director of undergraduate admissions and the director of the international center will be ex-officio members. It shall review and recommend to the faculty requirements for admission to the University of Michigan-Flint. The committee shall advise the directors regarding the administration of the admission requirements.

q. The Faculty Advisory Committee on University Outreach and Engagement

The Faculty Advisory Board on University Outreach and Engagement shall consist of one representative from each instructional unit, one at-large representative, and one student member. The director of university outreach shall serve as ex officio member of the committee.

The committee charge is to monitor the effectiveness of university outreach’s programs as aligned with outreach’s purpose and values. Thus, the committee is responsible for reviewing and maintaining the quality of programming built upon public scholarship, community engagement, and mutually beneficial partnerships between the university and its larger community. The committee evaluates applications and awards the annual Freeman and Saab service scholarships to students. Also, the committee provides a blind, peer-reviewed selection process to choose the participants for the annual Boyer Faculty Scholars Program.

r. Curriculum Coordination Committee

The Curriculum Coordination Committee shall consist of one faculty member chosen by each instructional unit and one representative apiece of the Faculty Council, the Academic Affairs Advisory Committee, and the Chancellor’s Advisory Committee. The provost or the provost’s representative shall be a member, ex officio.

The committee shall address issues of course or program duplication across instructional units. It shall adjudicate such issues to promote academic quality, use faculty resources efficiently, and respect historical precedent on this campus. The committee shall seek to resolve issues by agreement among the instructional units involved and, if that fails, by asking the provost to adjust
budgets of instructional units in accordance with the committee’s findings. Issues of course or program duplication can be brought to the committee by any UM-Flint faculty member or academic administrator.

s. **Faculty Ombuds**

The Faculty Ombuds shall be a tenured full professor elected by the faculty for a three-year term. The ombuds shall provide confidential and impartial assistance supporting faculty in the resolution of matters related to their employment. The ombuds shall respond to faculty concerns for assistance in a timely manner and provide options for addressing faculty concerns.

**Article 4  Amendments to this Code**

Proposals for amendments to this Code may be submitted by any member of the UM-Flint faculty to the Faculty Council. The Faculty Council shall receive all such proposals and after due deliberations shall communicate these, with its recommendations, for consideration at a meeting of the UM-Flint Faculty, provided that the UM-Flint Faculty be given notice of any proposed amendment to the Code at least fourteen days prior to the meeting at which it is to be considered.

All modifications to the Faculty Code must be voted upon by a two-thirds majority of the members of the UM-Flint Governing Faculties voting on an electronic mail ballot.

**Appendix**

**Section 1. The Chancellor**

The chancellor of the University of Michigan-Flint shall be appointed on recommendation of the president and, subject to the general direction of the president, shall serve as the chief executive officer of the University of Michigan-Flint in all educational, service, and supporting activities of the campus, including general oversight of the teaching and research programs; the libraries and other supporting services; the general welfare of the faculty and supporting staff; the business and financial welfare of the campus; and the maintenance of health, diligence, and order among the students. The chancellor is the UM-Flint liaison with the Board of Regents. (See Regents Bylaws Section 2.03.)

**Section 2. The Provost and Vice Chancellor for Academic Affairs**

Under the direction of the chancellor, the provost will serve as the chief academic officer of the UM-Flint campus. The provost will be expected to participate in the formulation of undergraduate and graduate academic policy and plans, working with deans and appropriate campus-wide committees and bodies in so doing. The provost will provide leadership in the pursuit of campus-wide academic excellence. The provost will ensure coordination of general education among the instructional units.
The provost will supervise administration of instructional units and academic support units including the College of Arts and Sciences, School of Management, School of Health Professions and Studies, School of Nursing, School of Education and Human Services, Graduate Programs and Research, Library, and Information Technology Services. Administrators of these units will report directly to the provost. In addition, the provost's office provides general oversight for the Honors Program, the Office Extending, the International and Global Studies Program, the Thompson Center for Learning and Teaching, and the Office of Institutional Analysis.

The provost will support and encourage faculty development, and policies for the recruitment, selection and retention of faculty. The provost will review all new tenure track appointments and recommendations for tenure prior to credential action. Faculty morale and well-being must be a continuous concern and a primary duty.

The provost shall be advised by the Academic Affairs Advisory Committee on programs having campus-wide implications that affect academic affairs. This includes coordination and allocation of resources among instructional units, program development, academic support services, preparation of the calendar and the official UM-Flint Catalog, and other matters of concern to the committee or the provost.

The provost will serve as chief administrative officer of the campus in the absence of the chancellor.

Section 3. Survey of Administrators: General Policy

The process of obtaining faculty views about the University of Michigan-Flint’s administrators shall be regularized and conducted via surveys. Each survey shall contain items that pertain to the administrator’s job description, matters that affect the faculty, and areas of which the faculty have knowledge. Below is summary of the Faculty Council’s General Policy.

1. Who should be assessed
   a. A survey of each central administrator will be conducted regularly.
   b. Central administrators include the chancellor, provost, senior vice provost, associate provosts, vice chancellors, deans, associate deans, and assistant deans.

2. Method of collection
   a. The Faculty Council adopted survey items employed by the governing faculties at the University of Michigan Ann Arbor and Dearborn. The items provide a basis for comparison with the administrators’ counterparts at Ann Arbor and Dearborn.
   b. To expedite the collection and analysis of faculty responses and to increase anonymity, Faculty Council recommends an online format with software such as Qualtrics.
3. Frequency and timing
   a. Timing: All surveys shall be released to the governing faculty in February. Governing faculty will be invited to survey the relevant administrators for their respective academic units.
   b. Chancellor and provost: These surveys shall be conducted biennially and rotated so that surveys of the chancellor and provost are in different years.
   c. Deans, associate deans, and assistant deans: Surveys of the deans, associate deans, and assistant deans shall be conducted annually.
   d. Senior vice provost and associate provosts: Surveys of the senior vice provost and associated provosts shall be conducted biennially.
   e. Vice chancellors: Surveys of the vice chancellors shall be conducted every third year.

4. Distribution of results of surveys
   a. Information to administrators: The Faculty Council shall share all of the data (numbers and comments) from each survey with the administrator who is being surveyed.
   b. Information to governing faculty: All governing faculty shall receive tabular summary (means and SD), but not comments. Faculty Council shall release the data for each dean to the entire governing faculty.

5. Interpretation
   a. Initial review: The Faculty Council shall review the results of the surveys and present the results to the governing faculty.
   b. Executive officers: The Faculty Council shall review surveys results of administrators who have broad responsibilities to all governing faculty and may make recommendations to the governing faculty. However, it is the governing faculty who shall decide whether or not any specific action should be taken.
   c. Unit administrators: The governing faculty of each unit shall review survey results of the respective unit administrator(s), and shall determine whether or not any specific action should be taken. The Faculty Council encourages executive committees (or other similar groups) to review and discuss survey results with their dean, associate dean, assistant dean, and the unit’s governing faculty. Administrators shall be allowed to comment on survey results.
STANDING RULES

1. Full Student Load for Summer Session

   The maximum student load for the summer session is nine hours per summer term.

2. Sales to Students

   No member of the teaching staff may have direct dealings with students in the sale of books, instruments, lectures, notes, or similar materials.

3. University Senate Assembly Representative: Selection Procedure

   The nominations and election of representatives to the University Senate Assembly shall take place concurrently with the committee election process.

4. Procedures for Approval of Graduate Programs

   a. A proposal for a graduate program shall originate within an instructional unit of the University of Michigan-Flint and shall be prepared in keeping with its standard curriculum procedure. Early consultation with the Graduate Board should be carried on at this stage.

   b. The developed proposal will then be submitted to the dean of the instructional unit who will send it together with recommendations, to the faculty of the instructional unit for action.

   c. Following approval by the faculty of an instructional unit, the proposal will then be sent to the Graduate Board for consideration. The Graduate Board will inform the Academic Affairs Advisory Committee of any action it may take on the proposal.

   d. The Graduate Board will then send the proposal along with the recommendations of approval to the Provost for review and budgetary consideration.

   e. The provost will send the proposal to the chancellor who will in turn submit the proposal to the Rackham Executive Board or to the Regents for final action.
5. **Graduate Studies Policies**

The following shall be policies concerning graduate programs and studies:

a. UM-Flint Faculty is willing to commit itself to the development of graduate education.

b. The administration will provide the additional resources necessary for implementing graduate programs so as not to compromise the primary commitment to undergraduate education.

c. Inter-disciplinary programs will be developed and be given priority over other alternative proposals.

d. Our first graduate programs should be submitted to Rackham for advice and recommendations concerning candidacy admission requirements, qualifications of the graduate faculty, and graduate program objectives.

e. Graduate programs should speak to some clearly identifiable needs of the constituent areas and propose a viable means of which those needs can be met. (Minutes pp. 909-910, 916-917)

6. **Sequential Steps for the Creation of Additional Instructional Units at UM-Flint**

   a. **Initiation of Proposal.** This can be done by any individual member of the governing faculty or group of faculty members. Also, the chancellor, provost or academic deans of existing instructional units may put forward a proposal to establish a new instructional unit.

   b. **Introduction** of the Proposal to the Faculty Council.

   c. **Review and Development of the Proposal.** This is to be done by committees of the Faculty Council, including academic Affairs Advisory/Program Development, Chancellor’s Advisory Committee for Budget and Strategic Planning, Nominating and, when appropriate, Graduate Board. Committees should perceive their charge in positive and constructive terms, i.e., fleshing out proposals, considering institutional goals and objectives. Committees should provide necessary examination and consideration of programmatic objectives and alternatives, financial implications, and similarity between proposed unit and existing instructional programs at UM-F. The potential for coordination of programs, personnel, and governance between the proposed and existing instructional units should be a prime consideration of the standing committees of the Faculty Council.

   d. **Integration** of Committee Findings and Report to the Faculty Council. A steering committee shall be appointed by the chair of the Faculty Council to integrate the findings of the university faculty standing committees involved in the review and development of a proposal to create additional instructional units at UMF. The steering committee shall consist of the chairs of the respective university faculty standing committees involved in the review and development processes.
e. **Evaluation** by the Faculty Council who shall write a recommendation to the UM-F
   governing faculty. The result of a vote by the governing faculty shall be presented to the
   provost.

7. **Faculty Assistance to Standing Committees:**

   In carrying out their responsibilities under the Code, standing committees are permitted and
   encouraged to seek the assistance and advice of ad hoc review panels or other groups of
   colleagues beyond the committee to assist and counsel available to the committee. Such ad
   hoc groups are unofficial and may not act on behalf of a standing committee.

8. **Faculty Grievance Procedure**

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

   **Coverage**

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

   Sec. 1.02. The procedure applies only to those instructional faculties who are tenured, tenure-
   track, or clinical track faculty; research faculty, including those in the research scientist track
   and those in the research professor track; librarians; curators; and archivists. The procedure
   does not apply to LEO Lecturers or to supplemental faculty such as adjunct faculty or
   visiting faculty. Faculty members otherwise entitled to use this procedure may file a timely
   grievance to contest the action that removed their title or brought their appointment to an end.

   Sec. 1.03. The procedure applies only to decisions made by academic units (schools,
   colleges, centers, institutes, and programs) acting through Deans, Directors, program
   directors, department chairs, and other authorized persons. For the purposes of this
   document, “Director” shall mean the Library Director. The Provost has discretion to allow
   use of this procedure for resolving grievances about decisions made by administrative units
   regarding faculty covered by Section 1.02. The procedure does not apply to issues between
   faculty members or groups of faculty members.

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

   Sec. 1.05. The procedure does not apply to decisions regarding employment, including tenure
   or promotion decisions, merit pay determinations, and decisions regarding clinical
   competence/patient safety, that are based solely and exclusively on judgments about
   professional performance. But this grievance process does apply to claims that the procedure
   followed in making such decisions failed to follow University policies and procedures or was
   otherwise manifestly unfair, or that the decisions violated standards of nondiscrimination
   contained in Regents Bylaw 14.06 (revised September 2007). A faculty member’s salary
history and similar data may be considered in determining the value placed on previous performance and whether the contested decision was based solely and exclusively on judgments about professional performance.

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

Filing Grievances; Parties and Responsibilities

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

Sec. 2.02. The parties to a grievance are the faculty member who initiates the grievance and the decision-maker(s) responsible for the contested decision or action. In larger units the respondent(s) would normally be the decision-maker(s) at the departmental level. Higher authorities such as Deans in those units are to be named as respondents only if they were actively involved in the contested decision or action. When the grievance involves a decision made, or an action taken, by a group of persons, or a decision or action reviewed through multiple organizational levels, the presumption is that the individual with the current ultimate authority to make the decision or take the action (for example, the person whose signature authorizes the decision or action) will be named as the sole respondent.

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

Sec. 2.04. Both parties shall seek informal resolution in good faith:

a) Before filing a formal grievance, a grievant shall seek to resolve the dispute by discussing it informally with the person(s) who made the disputed decision or took the disputed action, or actively participated in it, or who has the authority within the relevant unit or units to provide redress.

b) Before, during, and after the processing of any grievance, the parties are strongly encouraged to seek an informal resolution by personal discussions between or among themselves, by invoking the faculty ombuds or mediation structure, or through the intervention of unit or University officials with the authority to provide redress.

c) At any step before rendering a final decision, the Grievance Hearing Board (GHB) may remand the case to the parties with directions to seek an informal resolution. When remanding a case, the GHB shall set a timeframe for successful resolution. If it fails, the case
will return to the GHB for further processing. Informal resolution, however, shall remain entirely voluntary.

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

**Grievance Hearing Board (GHB)**

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

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

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

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

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

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1 The grievance procedure must comply with the demands of due process, most critically, fair notice and an opportunity to be heard. The hearing must follow the “Principles of Due Process and Fair Hearing” as given in section II of the Senate Advisory Committee on University Affairs “Report on Office of Institutional Equity Procedures and Conduct” (https://facultysenate.umich.edu/wp-
a) To be accompanied before the GHB by advisers, who may be attorneys. The advisers may advise their clients but may not participate directly in the hearing.
b) To appear and present their cases, and to cross-examine the witnesses and challenge the evidence presented by the other party; and
c) To have access to all relevant evidence, testimonial and documentary, except confidential evaluations and evidence that would infringe upon the privacy interests of third persons. Upon a party’s request, the chair of the GHB shall be allowed to examine relevant confidential files of an academic unit or department and to provide the Board with a summary of their contents as they relate to the grievance, giving due consideration to protecting the confidential aspects of the material.

Sec. 3.06.
a) The GHB may call its own witnesses and obtain relevant documents, subject to the parties’ right of access and the confidentiality restrictions of Sec. 3.05(c).
b) Testimony before the GHB is voluntary. If any witness declines to testify about any issue, however, the GHB may draw appropriate inferences about what the testimony would have been based on the refusal to testify. Any such inference should be carefully supported and explained by the GHB.

Sec. 3.07. Hearings before the GHB shall be private and confidential, attended only by the principal parties and their advisers, if any; the Director of Human Resources or designee; and the Faculty Grievance Monitor or designee. Unless otherwise directed by the GHB for good reason, witnesses shall attend only while testifying. The GHB chair may invite appropriate observers or others having a substantial interest in the outcome of the case, if both the grievant and the respondent agree.

Sec. 3.08. Portions of the hearing at which testimony is taken and evidence presented shall be recorded verbatim, but the recording may be by voice recorder. Both the grievant and the respondent may also record the hearing, but the recording may not be shared with others without the consent of the GHB.

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

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

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

content/uploads/sites/22/2015/04/SACUA-OIE-Report-public-version-final-3-9-15.pdf  This grievance procedure is not intended to be a substitute for either a civil or a criminal trial and is not subject to all the requirements applicable in those settings.
a written minority opinion. The GHB shall present the final decision only to the grievant, the respondent, the Dean or Director, the DHR, the FGM, and, if appropriate, as determined by the GHB, the department chair.

Sec. 3.12. Although the GHB does not have executive authority, the parties are expected to respect and accept the findings, conclusions, recommendations, and any proposed remedy of the GHB as the considered judgment of a competent and disinterested peer group. The GHB may recommend actions that do not fall within the respondent’s authority, but recommendations addressed to those who are not parties should not give rise to the same expectations.

Appeals

Sec. 4.01. The grievant or the respondent or both may submit a written appeal of a final decision by a GHB within 20 working days of the receipt of the decision. Appeals shall be submitted to the Provost, who may redirect them to the Dean or Director as deemed appropriate. Either party may submit an appeal contingent upon the other party’s appealing. If both parties submit contingent appeals, the appeals shall be treated as withdrawn.

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

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

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

Structure; Organization; Miscellaneous

Sec. 5.01. The Faculty Grievance Hearing Panel (FGHP) shall consist of eleven UM-Flint tenured faculty members and one librarian for a total of twelve members. Four voting members of the FGHB are selected from these twelve individuals. These four voting members must come from units other than the unit where the grievance originated. Each side can request one person be replaced, with the replacement coming from the FGHP by random lot. A fifth voting member will be selected from the unit where the grievance originated using the process described in Section 5.03 b).
Sec. 5.02. A Faculty Grievance Hearing Panel (FGHP) is established from whose members each Grievance Hearing Board will have five selected randomly, subject to the exceptions contained in Sec. 5.03. The FGHP will consist of tenured faculty, and clinical faculty and librarians who hold the rank of associate or higher, elected by the governing faculty. Membership on the FGHP will be allotted as follows: the College of Arts and Sciences shall have three members, the School of Education and Human Services, the School of Management, the School of Nursing, the School of Health Professions and Studies shall have two members, and the Library shall have one member. FGHP members will serve single staggered terms of two years, except that initially six members will be chosen by lot to serve one year and six by lot to serve two years. FGHP members may not serve consecutive terms. Vacancies will be filled in the same manner except that if the unexpired term is one year or less, the replacement member shall serve an additional two-year term.

Sec. 5.03.

a) Within ten working days of receiving the notice of a pending grievance, the DHR and the FGM shall meet or communicate and choose by lot four persons from the FGHP to serve on the FGHB. Those four members shall come from different academic units and neither shall come from the academic unit(s) of the grievant. The DHR and the FGM may then agree on one of the members as a chair for the FGHB or leave the choice between those four to the Board itself.

b) The fifth member of the FGHB shall come from the academic unit in which the grievance arises. Each academic unit shall formulate written rules for electing three to five tenured faculty, or clinical faculty and librarians who hold the rank of associate or higher, as potential GHB members. Within ten working days of receiving the notice of a pending grievance from the DHR, the grievant and the respondent shall each nominate two members from this list of potential Board members. Both parties shall rank their preferences and transmit their choices to the DHR and the FGM. Within five working days the DHR and the FGM shall jointly determine the one nominee most favored by both parties. If there is a tie among the choices, the DHR and the FGM will jointly resolve the tie by lot.

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

Sec. 5.05. In addition to the functions assigned elsewhere, the FGM and the DHR shall have the following responsibilities:

a) Jointly to provide or arrange for the training of FGHP members, and especially those designated as FGHB chairs, in the conduct of a hearing and the preparation of a formal written decision;

b) Jointly or separately to provide objective information to either the grievant or the respondent or both about the operation of the grievance procedure;

c) Separately to monitor the processing of all grievances and to report to the Dean or Director, or to the Provost if the Dean or Director is a respondent, any delay or other failure
to comply with specified procedures or FGHB directives or decisions on appeal under Section 3.04 or Section 4.03;

d) Separately to maintain confidential records of all grievance proceedings, including copies of all written documents that are submitted and of any written transcript of testimony that is prepared. If there is a single voice or electronic recording of the testimony, the DHR shall maintain custody of it after the FGHB renders a final decision, but shall allow access as needed by the parties, the FGM, and the University authority to whom any appeal is addressed; and

e) Jointly to provide redacted reports or summaries of cases, with party names and all identifying details deleted, to University administrators and faculty members, scholars, and others with a legitimate interest in knowing about the proceedings.

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