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/Program Development Committee of any action it may take on the proposal.

d. The proposal will be sent to the Faculty Council for comments and recommendation and then returned to the Graduate Board.

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

f. 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. UMF 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 UMF

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, Budget Priorities and Chancellor’s Advisory, Code and 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 UMF. 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 UMF Governing Faculty. The result of a vote by the Governing Faculty shall be presented to the Provost.
7. **Faculty Grievance Procedure**

Requests to have a grievance considered by the Faculty Grievance Committee should be directed to the Chair of the committee within six months of the occurrence of the grievance (or from the time the faculty member learned of the grievable action). Within two weeks of its first meeting to consider the grievance, the Faculty Grievance Committee must advise the grievant and the respondent in writing whether it will proceed with the review. If it decides the complaint is not grievable, it must state its reasons. If it decides to proceed, it shall specify the date, time and location the review will begin and the issues it will consider. The committee shall then furnish both the grievant and the respondent a copy of these procedures.

The committee shall deliver to the grievant and to the respondent a provisional decision within one month after completion of testimony. The decision shall include a written summary of the testimony, a statement of factual findings, and, if appropriate, a recommended remedy. The grievant and the respondent shall have one week after receipt of the provisional decision to submit a written response.

The committee shall consider any responses to the provisional decision and shall deliver its final decision within two weeks after delivery of the provisional decision. The final decision shall include a written summary of the testimony, a statement of factual findings, and, if appropriate, a recommended remedy. This decision and advisory recommendation shall be presented to the grievant, the respondent and the person or persons with the decision-making authority to provide redress. If this decision-maker does not follow a recommendation of the committee, the decision maker must provide the Faculty Council, the grievant and the respondent a written explanation within one month after the Faculty Grievance committee decision.

8. **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.