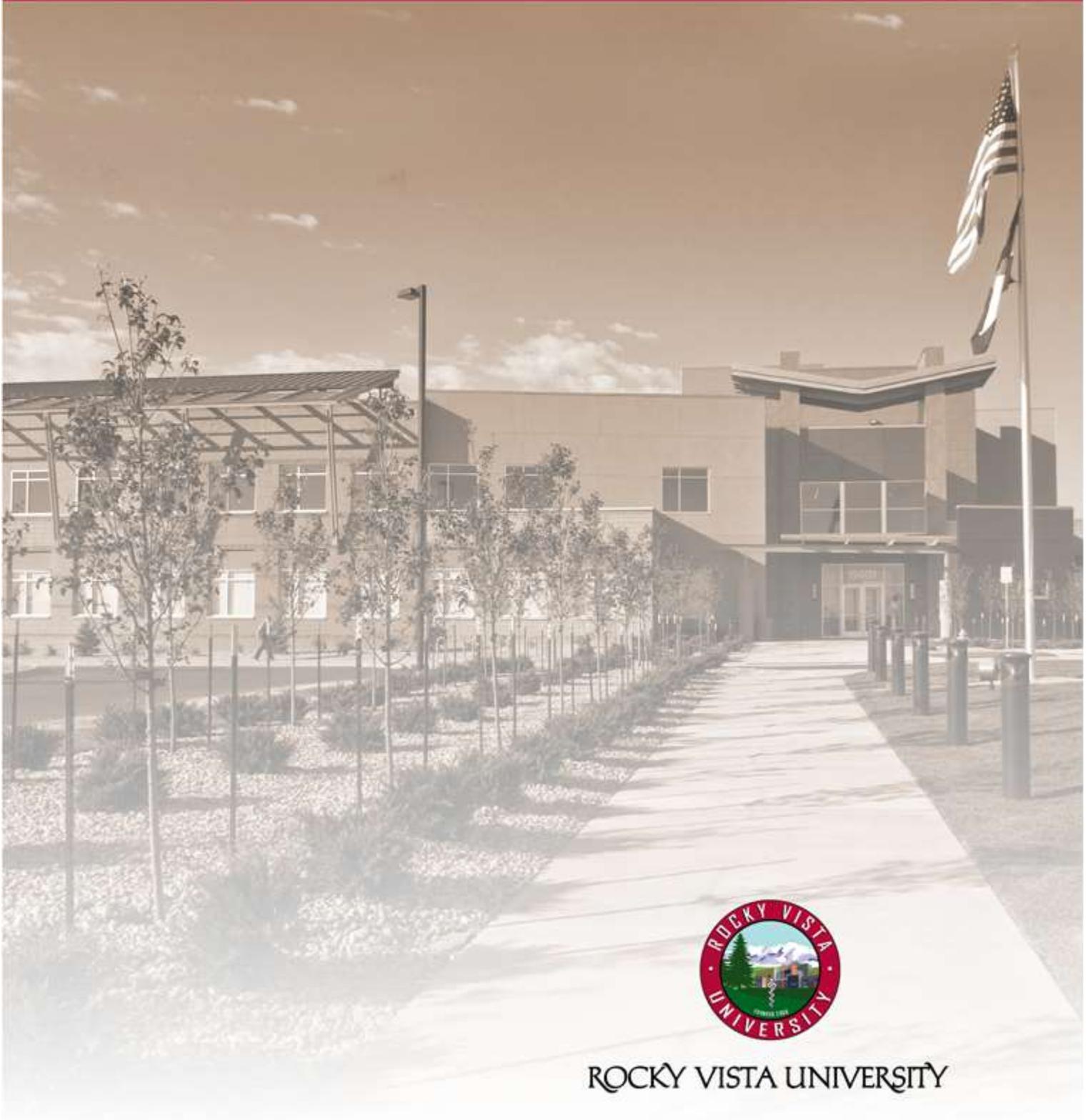


# Faculty Handbook



ROCKY VISTA UNIVERSITY

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# I. Introduction

## A. Mission Statement

The Faculty Senate provides representation, support, and a voice for the faculty in the shared governance of the University and the delivery of quality healthcare education, service, and research.

## B. Description

### 1. Definitions

*The Faculty Handbook (FH)* provides information about the distinctive rights and responsibilities of faculty members at Rocky Vista University. It is expected that all faculty members will read, consult, and comply with the *FH* and understand the policies and procedures. The *FH* is not comprehensive and is one of several documents with information relevant to faculty life. Faculty members are also expected to observe the policies in *The Employee Handbook (EH)*, which provides guidelines for all employees of the University, and to consult the *Student Handbook and Catalog (SHC)*, which contains information about academic programs and policies. The duties and terms of specific academic appointments are delineated in individual contracts. An index of faculty employment-related policies and the sources in which they may be found is contained in the appendix of the *FH*.

### 2. Policies

The policies and procedures set forth in the *FH* have been recommended by the Faculty Senate and approved by the Provost and the Board of Trustees of Rocky Vista University. Revisions to the *FH* are recorded in the minutes of the Faculty Senate, reported to the Faculty Senate, and are listed in the appendix of the *FH*, with the date of the most recent revision noted. The latest revision of the *FH* is posted for ready access in the RVU Policies repository by all faculty members. Topics in the *FH* are organized around the three principal responsibilities of the University faculty: effective teaching; responsible scholarship; and institutional service, which involves participation in shared governance between the faculty and the administration.

### 3. Faculty Definition

Unless stated otherwise, the term “faculty” will refer to all appointed faculty. The University faculty will be defined as follows:

- a) Academic Faculty: appointed faculty that have primary responsibility to teaching and supportive roles in the University structure.
- b) Clinical adjunct faculty: appointed faculty whose primary role in the University structure involves clinical activity and teaching.
- c) Emeritus faculty: non-appointed faculty who, upon retirement, have been awarded the honorary “emeritus” title at the discretion of the President and Board of Trustees following a minimum of five years of continuous employment as an appointed faculty member at RVU.

## **II. Effective Teaching**

### **A. Description:**

Rocky Vista University provides quality healthcare education while inspiring students to serve with compassion, integrity, and excellence, and the primary responsibility of the faculty is the education of the student. Essential elements in effective teaching are respect for academic freedom, expertise in content, accurate preparation, and effective delivery of educational material. Faculty and administration should foster the creation of an outstanding learning environment.

### **B. Academic Freedom**

The University respects the academic freedom of faculty members and has adopted principles consistent with those promoted by the American Association of University Professors:

1. Faculty are entitled to full freedom in scholarly activity and in research, including publication of research results, subject to the adequate performance of other academic duties. Faculty are entitled to freedom in the classroom in teaching and discussing course topics. Faculty must take care to not introduce into their teaching controversial matters that have no relation to the subject of a course. The University will not impose any limitation on faculty members' exposition of their subjects within or outside the University. Faculty are entitled to the rights and privileges granted to them by virtue of citizenship and by membership in an academic educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, though their special position in the community imposes specific obligations. As scholars and educators, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution. If members of the University faculty observe these obligations and offer their opinions as private citizens, the University cannot impose any restraint on freedom of speech.
2. Any disciplinary action related to academic freedom that is initiated against a faculty member, including censure, reprimand, suspension, dismissal, or other disciplinary action, will be managed in accordance with the University's grievance and appeal processes.

## **III. Responsible Scholarship**

### **A. Description**

1. Quality healthcare and medical education require responsible scholarship. Faculty are expected to observe ethical guidelines in research, to protect human subjects and animal welfare, and to guard against scholarly misconduct.

### **B. Protecting Human and Animal Subjects**

1. The University is committed to ethical conduct in research involving human subjects, as set forth in The Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research, and has established an Institutional Review Board (IRB) to approve all research involving human subjects. Faculty are to follow the policies and procedures outlined in the Policy and Procedure Manual for Research with Human Subjects, which is available on-

line and in hardcopy through the Rocky Vista University Office of Research Compliance and Quality Assurance.

2. While currently not conducting animal research, faculty must be aware of the University's recognition of guidelines protecting animal welfare in research settings. The U.S. Government's Public Health Service (PHS) Policy on "Humane Care and Use of Laboratory Animals" requires institutions to ensure the appropriate care of all animals involved in research, research training, and biological testing. In keeping with PHS recommendations, researchers must follow the U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training on file in the Office of Compliance, even when animal research is performed off-campus.

### C. Scholarly misconduct

1. Teaching and research are integral parts of higher education, for faculty members create as well as transmit knowledge. For this reason, accuracy and honesty in teaching and research are essential.
2. "Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry." (American Association of University Professors, *Statement on Professional Ethics*, 1990)
3. Faculty members must adhere to accepted practices of scholarly research: to observe ethical standards; take credit only for their own work; avoid situations that compromise objectivity or create a conflict of interest; and abide by federal, state, and local laws. Faculty members must not falsify data, engage in plagiarism, abuse confidentiality, or violate research requirements.
4. A faculty member who engages in scholarly misconduct will be subject to disciplinary action. Because scholarly misconduct is serious and can affect the reputation and legal liability of the University, oversight of misconduct policies and procedures is vested in the Program Directors, Dean, Provost, and President.
5. Faculty have an obligation to report scientific and scholarly misconduct when it is observed or suspected, avoiding frivolous or unsupported allegations. The appearance of misconduct may be due to misunderstanding by the observer. If misconduct is suspected, the faculty member should first present concerns to the alleged offender(s). However, if direct communication with the alleged offender is unsuccessful at resolving the issue, or is not feasible due to a power differential or other reasons, the Provost should attempt to resolve the issue informally with the alleged offender(s). If an informal approach resolves the issue, no further action is taken, unless warranted by external exigencies. If the informal process does not resolve the issue, then a formal inquiry at the administration level up to the presidential level is required.

#### D. Distribution of Research Funds

Please refer to the Office of Research for policies concerning distribution of research funds.

### IV. Institutional Service

#### A. Description

Service to the community, profession, and institution is a third responsibility of faculty members. Though details regarding the type and extent of service will vary from one member to the next, all faculty members are expected to engage in activities that serve the profession and contribute to the operation and governance of the institution. Opportunities for institutional service include applicant interviews, peer evaluation in hiring and promotion of other faculty members, and committee membership.

#### B. Interviews with Students Applying for Admission

1. The academic capabilities and personal qualities of a student affect their academic progress. Faculty help ensure that qualified, promising applicants are admitted to the academic program by interviewing applicants. Full-time faculty members should participate in half-day applicant interviews; the number of interviews varies by program and is determined by each program's admissions committee. Faculty members can schedule interview sessions that are convenient by contacting the Office of Admissions. Faculty members are also encouraged to welcome applicants and take a few minutes to answer questions about educational programs and student life.

#### C. Evaluation of Potential Faculty Candidates

1. Faculty participates in the evaluation of individuals who apply for faculty positions. Each applicant for a faculty position, either full-time or part-time, will be evaluated by faculty members who will make recommendations to the department chair and/or Program Director or Dean. Applicants will then be subject to a complete credentialing process (see details in the section under Faculty Senate: Rank and Promotions Committee). The hiring manager and/or direct supervisor must submit a request for initial rank to Rank and Promotions Committee (RPC). The RPC reviews credentials and either agrees with proposed rank, or disagrees and determines a more appropriate rank. There will be a determination made within five (5) business days and communicated to the hiring manager and/or direct supervisor, the Dean or Program Director, and the Provost by the RPC chair. Final rank determination resides with the Provost; however, written documentation will be provided to the Dean or Program Director and RPC chair within five (5) business days in the case of disagreement.
2. Faculty positions include:
  - a) Full time: appointed faculty that have primary responsibility to teaching, scholarship, and service in the University structure. Greater or equal to .75 FTE.
  - b) Part time: appointed faculty that have primary responsibility to teaching, scholarship, and service in the University structure. Less than .75 FTE

- c) Adjunct faculty: an individual whose primary role is teaching and who does not have the additional responsibilities of faculty such as scholarly activity and institutional service. Adjunct faculty also do not have voting rights within Faculty Senate.
- d) Clinical adjunct faculty: any appointed faculty whose primary role in the University structure involves clinical activity and teaching.

### 3. Credentialing

- a) Credentials of everyone applying for faculty rank will be reviewed to determine if minimal qualifications are met for that faculty member's educational duties. Experience that contributes to fulfilling the University values of effective teaching, scholarship, and institutional service can also be considered. Credentials appropriate for the level of faculty rank requested by the hiring manager and/or direct supervisor should recognize expertise in the field they are expected to teach.
- b) Credentials appropriate to meet these goals will be established by each program and must meet the requirements of all university and college accrediting entities.

## D. Faculty Senate

### 1. Description

- a) Active and diligent faculty participation is key to effectiveness in the governance process. The Faculty Senate provides the faculty a mechanism to voice their opinions, discuss topics of interest, issues of concern, and provides avenues of interface with administration. The Senate consists of all faculty qualifying as members. Faculty Senate meetings serve to share and disseminate information between the members of the Faculty Senate Executive Committee (FSEC) and all faculty and is a forum where university and college policies may be discussed, and actions considered.
- b) The Faculty Senate has the authority to create standing and/or ad hoc committees to carry out the responsibilities of the Faculty Senate. Ad hoc committees and specific task force groups may be appointed by the FSEC, or by standing committees. The chair of each committee must be a Faculty Senate member, with committee membership open to all faculty. Participation and service in the Faculty Senate or on any of its committees offers the faculty the opportunity to shape the future of Rocky Vista University.
- c) Faculty involvement in governance of the University is achieved through active participation in the Committee structure of the University and of the specific colleges/divisions that house the various academic programs of the University. Faculty committee membership is usually limited to two (2) committees to avoid undue Faculty workload. University committees include, but are not limited to, committees established for personnel searches, strategic planning, and accreditation.

### 2. Committees of the Faculty Senate

#### (1) Executive Committee

- (a) The Faculty Senate Executive Committee (FSEC): The Faculty Council of each program elects the officers and members of the FSEC. Election rules are outlined in the Bylaws of the Faculty Senate contained in Appendix 1 of the *Faculty Handbook*

(FH). The FSEC provides the faculty a mechanism to participate in the governance of the University; as such, FSEC members are expected to represent the voice of the faculty. FSEC membership is composed in such a way to ensure that every segment of the Faculty is represented. The FSEC is governed by the Bylaws of the Faculty Senate. The FSEC conveys issues of concern from the faculty to the University administration. The FSEC is advisory to the Provost and/or President of Rocky Vista University, and may pass resolutions and recommendations on issues concerning, but not limited to, education, research, and faculty welfare. The FSEC meets regularly in a forum that is open to all Faculty Senate members.

(2) Grievance Committee

- (a) The Grievance Committee (GC) is an ad hoc committee that investigates the substance of faculty grievances and establishes procedures to ensure that they are handled in a manner that is appropriate and equitable. This committee is responsible for reviewing any grievance that is submitted to the Faculty Senate or to any of the Faculty Councils by any faculty member. Matters submitted by students are not reviewed unless requested by a faculty member. This committee is responsible for regularly reviewing University policy regarding academic and administrative faculty grievances and for making recommendations regarding appropriate revisions in this policy. Grievances are to be submitted to the FSEC, which will appoint faculty members on a case-by-case basis to review the grievance, discuss the issue with those involved, consider relevant aspects, and make recommendations to the FSEC and to the Provost, who will then be the responsible party to resolve the grievance. The President may serve as an appeal. Should a faculty grievance involve an FSEC member(s), that member(s) will be recused from this process.

(3) Elections Committee

- (a) The Elections Committee will organize and oversee the election process for officers of the FSEC and other special elections as necessary. The Faculty Senate will elect an Elections Committee Chair who will be responsible to appoint a minimum of one other committee member.
- (b) Any other committees may be formed as needed at the discretion of the FSEC.

E. Graduation

1. For each RVU student, earning an academic degree is a significant accomplishment. For RVU as an institution, commencement serves as a public acknowledgement of this important milestone for our students. Attending graduation affords the community, family, friends, faculty, and administration an opportunity to bear witness to this achievement and celebrate the graduates that have earned it.
2. It is expected that every member of the faculty attend graduation for each program they are an of part of unless otherwise specified by the President, Dean, or Program Director, or by their direct supervisor. If a faculty member is unable to attend graduation, they must notify their direct supervisor.

## F. Committee Membership

### 1. Description

Faculty representation on committees will be determined by the scope of the committee and the level of the committee:

#### (1) University Committees

##### (a) Institutional Review Board

The Institutional Review Board is a standing administrative entity of the University with representatives from each campus whose primary function is to protect the rights and welfare of human subjects involved in research activities being conducted under its authority. The IRB chair, vice-chair, and members are appointed by the RVU Provost.

##### (b) Diversity and Inclusivity Committee

The Diversity and Inclusivity Committee is a standing advisory committee on the Southern Utah campus whose purposes are to explore diversity issues and promote a more inclusive campus climate through its recommendations to the Southern Utah campus Vice President. Committee members and chair are recommended by the committee and approved by the Vice President and Dean of the Southern Utah campus.

##### (c) Facilities Committees

The Facilities Committees are standing advisory committees of the University with separate committees on each campus whose primary function is to make recommendations concerning the building, grounds, and physical structures of the University. Members and chair are appointed by the President.

##### (d) Faculty Development Committee

The Faculty Development Committee (FDC) is a standing administrative committee of the University with representation from both campuses whose primary function is to support and enhance professional development of faculty members and promote a climate of innovation in healthcare education by encouraging faculty to learn from information development and knowledge creation in their respective fields. Members and chair are appointed by the Provost.

##### (e) Faculty Workload and Evaluation Committee

The Faculty Evaluation and Workload Committee is a standing, advisory committee of the University with representation from both campuses whose primary function is to develop and implement an institutional policy, including the tools necessary, to evaluate faculty members. Members and chair are appointed by the Provost.

(f) Rank and Promotions Committee

The Rank and Promotions Committee (RPC) is a standing advisory committee of the University with representation from both campuses whose primary function is to organize and communicate the faculty promotions process, vetting all initial rank (upon hiring) and promotions requests and communicating recommendations to the Provost. Members and chair are appointed by the Provost.

(g) Research Advisory Committee

The Research Advisory Committee (RAC) is a standing advisory committee of the University with representation from both campuses whose primary function is to serve as a resource for students seeking research experience or guidance, advise the administration on matters of policy pertaining to research, and assess and report on the progress being made in advancing research efforts at RVU. Members and chair are appointed by the Provost with RAC recommendation.

(h) Simulation Education Committee

The Simulation Education Committee (SEC) is a standing administrative committee of the University with representation from both campuses whose primary function is to collaborate, coordinate, and maximize the delivery of current simulation-training activities at RVU and explore and develop new ideas for innovative simulation-training opportunities at RVU. Simulation encompasses, but is not limited to, standardized patient experiences, ultrasound activities, surgery week, and virtual reality training. Members and chair are appointed by the Provost.

(i) Strategic Continuous Assessment Leading to Excellence

The Strategic Continuous Assessment Leading to Excellence (SCALE) committee is a standing advisory committee of the University with representation from both campuses whose primary function is to promote a culture of assessment that drives the institution towards achievement of its mission and objectives through effective planning, information collection and use, and outcomes-based projects and programs. Members and chair are appointed by the Provost.

(j) Wellness Committees

The Wellness Committees are standing advisory committee of the University with representative committees on each campus whose primary function is guide, promote, advise and support employee wellness activities. Members of the committees are selected from employees who volunteer to serve on the committees, with the chair being selected by the committees.

(2) COM Committees

(a) Admissions Committees

The Admissions Committees are standing advisory committees of the COM with representative committees on each campus whose primary functions are to make

recommendations to the Dean regarding the candidacy of applicants. The committees also recommend changes in standards for admissions as appropriate. Members are appointed by the Dean of the COM.

(b) DO Curriculum Committee

The DO Curriculum Committee (DOCC) is a standing advisory committee of the COM with representation from both campuses whose primary function is to support the faculty in development, assessment, and constant quality improvement of the COM's integrated curriculum. Members and chair are appointed by the Dean of the COM.

(c) Student Performance Committees

The Student Performance Committee (SPC) are standing advisory committees of the COM with representative committees on each campus whose primary function is to gather information and meet with individual students who have demonstrated unsatisfactory academic or professional performance in order to make recommendations to the Dean on students' academic performance. Members and chair are appointed by the Dean of the COM.

(3) MSBS Committees

(a) Admissions Committee

The MSBS Admissions Committee is a standing advisory committee of the MSBS program whose primary function is to review and recommend applicants for admission to the MSBS program. Chair is appointed by the MSBS Program Director and members are appointed by the Chair from among the MSBS course directors.

(b) Steering Committee

The MSBS Steering Committee is a standing advisory committee of the MSBS program whose primary function is to assess and direct the MSBS Program objectives, outcomes, curriculum, students and faculty. Chair is the MSBS Program Director and members are all course directors in the MSBS program.

(c) Student Performance Committee

The MSBS Student Performance Committee (MSBSSPC) is a standing advisory committee whose primary function is to gather information and meet with individual students who have demonstrated unsatisfactory academic and/or professional performance in order to make recommendations to the RVUMSBS Program Director on students' academic performance. Members of the MSBSSPC are appointed by the RVUMSBS Program Director. The MSBSSPC will be chaired by a faculty member voted by the appointed MSBSSPC members.

(4) PA Committees

(a) Admissions Committee

The PA Program Admissions Committee is a standing administrative committee of the PA program whose primary function is to develop, approve, review, and implement the admissions policies and procedures for the PA Program. The committee is responsible for ensuring all ARC-PA standards have been met, including demonstration and review of compliance. Members and chair are appointed by the PA Program Director.

(b) Advisory Council

The RVU Physician Assistant (PA) Program Advisory Council is a standing advisory committee of the PA program who reports to the PA Program Director whose primary function is to support and guide the PA program by serving as partners in academic, research, community and healthcare collaborations. The Advisory Board plays an important role in reflecting community needs and employer expectations. Members are appointed by the PA Program Director.

(c) Assessment Committee

The PA Program Assessment Committee is a standing administrative committee of the PA program whose primary function is to demonstrate and review compliance with the ARC-PA standards for ongoing program self-assessment (OPSA). Members and chair are appointed by the PA Program Director.

(d) Curriculum Committee

The PA Program Curriculum Committee is a standing administrative committee of the PA program whose primary function is to develop, oversee, review, schedule and implement both the didactic and clinical curriculum of the program and is responsible for ensuring all ARC-PA standards for curriculum are met, including demonstration and review of compliance. Members and chair are appointed by the PA Program Director.

(e) Student Assessment and Promotion Committee

The Student Assessment and Promotion Committee is a standing administrative committee of the PA program whose primary function is to develop, review, approve and implement all PA program related student assessment and promotion policies, ensuring equitable enforcement and compliance with ARC-PA standards. Members and chair are appointed by the PA Program Director.

## **Appendix 1: Faculty Senate Bylaws**

### **Article I    Name**

#### *Section 1*

This body shall be known as the Faculty Senate of Rocky Vista University.

### **Article II    Mission**

#### *Section 1*

The Faculty Senate provides representation, support, and a voice for the faculty in the shared governance of the University and the delivery of quality healthcare education, service, and research.

### **Article III    Duties and Responsibilities**

#### *Section 1*

Elect faculty officers to the Faculty Senate Executive Committee (FSEC), the presiding body.

#### *Section 2*

Facilitate and enhance communication between all faculty members of the University.

#### *Section 3*

Form standing and/or ad hoc committees, as deemed appropriate by the Faculty Senate, to address matters related to faculty activities.

#### *Section 4*

Discuss and advise the University Provost, via the FSEC, on faculty matters pertaining to but not limited to: university administration, finance, human resources, university growth, university mission and vision, and operations.

#### *Section 5*

Provide recommendations for appointments to University Committees.

#### *Section 6*

Review and comment on policies proposed by each school or program within RVU, and by the RVU Faculty Senate, as they relate to faculty function, evaluation, or development.

### **Article IV    Membership**

#### *Section 1*

Members of Faculty Senate are faculty who hold a current academic rank appointment in the University.

#### *Section 2*

Faculty holding a position of Assistant Dean or higher, or other equivalent non-academic administrative appointment, are not eligible for membership in the Faculty Senate.

#### *Section 3*

## Voting Rights of Members

1. Members providing 1.0 FTE =1 full vote
2. Members providing:
  - a. 0.5 FTE or greater = 1 full vote
  - b. Less than 0.5 FTE = no vote
3. Adjunct faculty and Clinical Adjunct faculty who have an academic rank are members of Faculty Senate but have no voting rights.

## **Article V Faculty Senate Executive Committee (FSEC)**

### *Section 1*

The presiding body of the Faculty Senate is the Executive Committee. The FSEC shall consist of Chair, Chair-Elect, Parliamentarian, and Members- at-Large from each RVU program.

### *Section 2*

Each school or program will have their own policies, procedures, governance, and processes which will be determined by the programmatic faculty. The policies outlined in the Faculty Handbook will supersede any conflicting policies made by individual schools or programs.

### *Section 3*

Only Faculty Senate members who have held their appointment for 12 months prior to nomination are eligible to hold office.

### *Section 4*

The Chair of the Faculty Senate:

- a) Will hold the position for one (1) one-year term.
- b) Shall be responsible for soliciting agenda items and for establishing and circulating the agenda at least one week prior to each meeting and for convening Faculty Senate meetings.
- c) Has the authority (or may assign authority to a designee) to conduct urgent business of the Faculty Senate by electronic communication (phone, e-mail, etc.) as necessary between regular meetings. These discussions will be reported at the next Faculty Senate meeting and relevant information will be recorded in the meeting minutes.
- d) Shall be responsible for new Faculty Senate member orientation.
- e) Shall be an ex-officio member of all standing committees of the Faculty Senate.
- f) Shall have a voice in all Faculty Senate concerns but will be a non-voting member of the Faculty Senate except in cases of a tie, in which the Chair's vote will be the tie-breaking vote.
- g) Will be elected from the general Faculty Senate.

### *Section 5*

The Chair-Elect of the Faculty Senate:

- a) Will hold the position as Chair-Elect for one (1) one-year term.
- b) Will automatically ascend to the office of Chair after completing his/her one-year term as Chair-Elect.
- c) Shall convene and preside over Faculty Senate meetings and assume the duties of the Chair in the temporary absence of the Chair.
- d) Shall assist the chairperson in the performance of the duties that office.
- e) Will assume the duties of the Chair should the Chair be required to vacate his/her office.
- f) If the Chair-Elect assumes the Chair, a new Chair-Elect will be chosen by special election.
- g) If the Chair-Elect assumes the Chair, he/she shall complete the remainder of the current term, and also serve the subsequent term (in which they would have ascended to the Chair).
- h) Will be elected from the general Faculty Senate.

*Section 6*

Parliamentarian of the Faculty Senate:

- a) Will hold that position for no more than two (2) consecutive one-year terms.
- b) Will prepare and distribute agenda materials for Faculty Senate and its subcommittees.
- c) Will prepare and archive the records of the Faculty Senate and its subcommittees.
- d) Will oversee the recording and archiving of meeting minutes for all FSEC and Faculty Senate meetings.
- e) Will prepare/process all petitions, referenda, and Faculty Senate recommendations
- f) Will record attendance at all meetings of the Faculty Senate.
- g) Will maintain a current roster of current Faculty Senate members.
- h) Will maintain, for inclusion in the year-end activity's summary, proposals from the standing committees and their disposition.
- i) Will be elected from the general Faculty Senate.

*Section 7*

Members-at-Large:

- a) Each program and/or distinct campus will elect one (1) member of their faculty to serve in the role of member-at-large on the Faculty Senate Executive Committee for one year, as a representative of that program or campus
- b) Each program and/or distinct campus will caucus to elect their member-at-large

- c) Each Member-at Large is responsible for additional faculty perspective and opinion on all issues during FSEC meetings and may assume or be assigned any duty that assists accomplishment of projects or issues being addressed by the FSEC.
- d) Will hold that position for no more than two (2) consecutive one-year terms.
- e) New members will be added to the FSEC with the addition of new programs or campuses.

*Section 8*

Unexpected vacancies for any FSEC position will be filled through a special election (see Article VI).

*Section 9*

The Immediate Past-Chair of the FSEC may be invited to participate in FSEC meetings and proceedings but shall not have a vote.

**Article VI Election of Officers**

*Section 1*

The FSEC will appoint two to three Members of the Faculty Senate to act as the Elections Committee (see Article IX, Section 1.A.).

- a) The Elections Committee will organize and oversee the election of officers.
- b) The Elections Committee will count and tabulate the results and present the results to the Chair of the FSEC, and subsequently to the Faculty Senate.
- c) Members of this Committee are not eligible to run for a Faculty Senate office during their committee tenure.

*Section 2*

Nominations for positions on the FSEC will be solicited from the voting members during the month of April. Nominations must be submitted in writing to the Chair of the FSEC no later than May 15<sup>th</sup>. Ballots will be distributed electronically (e- mail) and in written format by June 1<sup>st</sup> and are due back to the Elections Committee no later than June 15<sup>th</sup>. Election results will be announced by June 20<sup>th</sup>.

*Section 3*

Voting shall be in the form of a secret ballot delivered to each voting member. The ballot will allow for a write-in vote for each elected position. In the event a faculty member is away from campus during the election process, ballots may be cast by electronic means, using RVU e-mail forwarded to the Chair of the FSEC.

*Section 4*

To be elected; nominees must receive a majority (50% + 1) of the total votes cast. In the event of a tie, or if no candidate receives a clear majority (50% + 1), a run-off election between the two candidates receiving the highest number of votes for that position will be held.

*Section 5*

All elected terms will begin July 1st and end June 30<sup>th</sup> except in the case where a special election is required to fill a position vacated in mid-term.

## **Article VII Meetings**

### *Section 1*

The Faculty Senate will meet, at a minimum, quarterly each year [at least four (4) meetings each year]; however, they may meet more frequently as appropriate to address the needs of the faculty.

### *Section 2*

The FSEC of the Faculty Senate will meet regularly, at least two days prior to the Faculty Senate Meeting, or more often as needed to appropriately address the needs of the faculty and the Faculty Senate as deemed necessary by the Chair.

### *Section 3*

A quorum is defined as a majority (50% + 1) of the current voting members.

### *Section 4*

A quorum of the Members is not necessary for a meeting to be called to order or to proceed. If the Faculty Senate wishes to take official actions or make formal recommendations, a quorum of members must be present.

### *Section 5*

In accordance with the purpose of the Faculty Senate, issues for consideration at Faculty Senate meetings shall be submitted to the FSEC no less than two weeks prior to the next scheduled Faculty Senate meeting.

- a) Items may be submitted for inclusion on the Faculty Senate agenda by either the FSEC or any faculty member.
- b) The FSEC shall be responsible for determining meeting agenda, determining submitted agenda items as pertinent and relevant for submission to the faculty, and prioritizing agenda items for discussion.
- c) The Faculty Senate agenda will be emailed to the Faculty Senate membership before each Faculty Senate meeting.

### *Section 7*

A special Faculty Senate meeting may be called by the Chair of the Faculty Senate by written request to all of the faculty membership. The purpose of the meeting shall be stated in the call, and, except in emergencies, five (5) days' notice will be required.

### *Section 8*

By petition, 25% of the voting faculty may call a special Faculty Senate meeting.

- a) The purpose of the meeting shall be stated in the call.
- b) The petition will be submitted to the FSEC.
- c) Upon receipt of this call, the FSEC will be required to call a meeting of the Faculty Senate within ten (10) working days.

### *Section 9*

Copies of the minutes of each Faculty Senate meeting shall be supplied to Faculty Senate

members and to the office of the dean.

## **Article VIII Voting Procedures**

### *Section 1*

A majority vote (50% plus 1 of the quorum of members) is required for recommendations, petitions, referenda, or other official actions taken by the Faculty Senate, with the exceptions noted in Section 2 of this Article.

### *Section 2*

Exceptions to issues requiring a simple majority vote will require a 75% (of all voting members) consenting vote. They are as follows:

- a) Amending the Bylaws (see Section 3 for procedural details)
- b) Ratification of Bylaw revisions (see Section 4 for procedural details)
- c) Votes to remove an FSEC member from office (see Section 5 for procedural details)
- d) Official communications to the administration, submitted in a format other than as a recommendation (see Section 6 for procedural details)

### *Section 3*

#### Bylaws Amendments

- a) Amendments may be proposed by any voting member to the FSEC.
- b) The proposal will be formally presented to the Faculty Senate at the next regularly scheduled meeting for discussion and consideration.
- c) If proposed amendment is approved, by motion, for submission to the Faculty Senate, the Faculty Senate Elections Committee will be asked to prepare and distribute a secret ballot to the entire voting faculty.
- d) Amendments to the bylaws must be approved by 75% all eligible voting members via secret written ballot. Ballots will be collected and tallied by the Faculty Senate Elections Committee, and results presented to the FSEC for public dissemination. Secure electronic balloting may also be accepted.

### *Section 4*

#### Ratification/Revision

- a) Enactment of Bylaws, or any revision thereto, will follow a 75% consenting vote of the Faculty Senate membership via written secret ballot or secure electronic balloting.
- b) Ballots will be distributed, collected, and tallied by the Faculty Senate Elections Committee.
- c) Voting results will be presented to the membership of the Faculty Senate by the Elections Committee.

### *Section 5*

#### Removal of Elected Officers from Office

Any actions to remove a member of the FSEC will:

- a) be initiated by a petition requiring signature of 1/3 of the voting membership.
- b) involve an open discussion of the issues to support the need for removal from office, and a defense by the officer under scrutiny.
- c) require a vote of 75% of the voting membership to affect the removal from office.
- d) Voting will be by secret ballot or secure electronic balloting and will be overseen and conducted by the Faculty Senate Elections Committee.
- e) Voting results will be presented to the membership of the Faculty Senate by the Elections Committee, and if needed a special election will be called to fill the vacated FSEC seat.

#### *Section 6*

Official communications other than recommendations

- a) Special communications forwarded to the Administration not in the format of a recommendation will require a vote of approval by the membership of the Faculty Senate. Such a vote will require a 75% majority

### **Article IX Committees**

#### *Section 1*

Faculty Senate has the authority to establish internal standing and ad hoc committees, as deemed proper by the FSEC and the Faculty Senate, to achieve the mission of the Faculty Senate. Standing Faculty Senate Committees will be described within the Bylaws, including, but not limited to the Faculty Senate Elections Committee.

- a) The Elections Committee will consist of two to three Members of the Faculty Senate, appointed by the FSEC.
- b) The Elections Committee will organize and oversee all Faculty Senate votes involving secret ballots (election of Officers, ratification of Bylaws revisions, approval of Bylaws amendments, etc.). Secure electronic balloting is acceptable.
- c) The Elections Committee will count and tabulate the results and present the results of the voting to the Chair of the FSEC, and subsequently to the Faculty Senate. The elections committee is charged with confidentiality throughout the process.
- d) Members of this Committee are not eligible to run for a Faculty Senate office during their Committee tenure.

### **Article X Parliamentary Rules**

#### *Section 1*

The rules contained in the current edition of *Robert Rules of Order, Newly Revised*, shall govern the Faculty Senate meetings in all cases in which they are applicable and in which they are consistent with the Faculty Senate Bylaws and any special rules of order which the Faculty Senate may adopt.

### **Article XI Graduation and Awarding of Degrees**

### *Section 1*

Each program will design its own graduation requirements and graduation ceremony procedures.

### *Section 2*

Prior to Graduation and the awarding of degrees, the faculty of the Program from which degrees are to be awarded shall review the status of degree completion and recommend to the Faculty Senate, as they deem appropriate, the ratification of the awarding of degrees to candidates for graduation from their program.

### *Section 3*

Upon the recommendation of the Program faculty, and upon the vote to ratify that recommendation by the majority of its members, the Faculty Senate shall recommend to the Chief Academic Officer the approval of the awarding of degrees to the candidates for graduation from that program.

## **Appendix 2: Rank and Promotions Criteria**

### 1. General Considerations

- (a) Every faculty member is expected to engage in teaching, scholarship and service, and where appropriate, healthcare delivery. Level of engagement in each area will vary by academic discipline and terms of appointment. In faculty appointment and promotion, the primary commitments of a faculty member are considered, and an assessment is made based on the opportunity to contribute in each area. Contributions in the areas of greatest responsibility are weighed more heavily in the evaluation. A record of competence and growth in discharging these responsibilities contributes positively to a faculty member's status when making appointment and promotion decisions.
- (b) Faculty are evaluated to provide a means of identifying and commending effective academic and scholarly performance as well as to identify those areas of performance requiring further development. In the spirit of cooperation and collegiality, each faculty member has responsibilities of evaluation as part of professional growth and development.

### 2. Composition

- (a) The RPC shall be five (5) faculty members and shall have the following constituents: two (2) faculty representing clinicians and two (2) faculty representing non-clinicians above

the rank of assistant professor; one (1) at-large assistant professor. At least one member of the RPC must have the rank of Full Professor.

- (b) RPC members shall be appointed by the Vice-President of Academic Affairs on recommendation of the Chair of the RPC.
- (c) The at-large member shall serve a one (1) year term. All other members' terms will be three (3) years (staggered). RPC terms may be renewed.
- (d) If an appointed RPC member becomes unable to serve, regardless of the reason, a temporary replacement may be appointed by the Provost.
- (e) Members will be recused from the RPC if they are applying for promotion or feel they have a conflict of interest causing potential bias concerning an applicant and will be temporarily replaced by another faculty member recommended by the Chair of the RPC and appointed by the Vice-President of Academic Affairs

### 3. Duties

- (a) Review the qualifications of all faculty candidates joining the University and recommend an appropriate initial rank for these faculty members;
- (b) Review the performance and qualifications of each member of the faculty requesting consideration for promotion in rank;
- (c) Submit to the Provost via the Dean or Program Director all recommendations regarding changes in rank promotion; and
- (d) Continue to review and refine this document as the needs of the University evolve.

### 4. Minutes

- (a) Minutes will be filed with a designated faculty assistant only after approval by the RPC membership.
- (b) RPC minutes on file with the assistant will be accessible only to members of the RPC and to the Vice-President of Academic Affairs.

### 5. General Criteria for Rank and Promotion

The general criteria to be considered for initial rank, promotion, or merit award include but are not limited to teaching, scholarship, and service, and a record of quality performance and potential for ongoing growth. Evaluation for promotion begins at the level of the RPC. The primary tool of evaluation is a faculty portfolio, the content of which is described below, and which is submitted to the committee. General evaluation criteria may include, but is not limited to, the following:

- (a) Teaching: course content and design; course organization; course presentation skills; knowledge base of the faculty member; rapport with and counseling of students; collegiality/rapport with other faculty members in the course; and procedure for evaluation of student performance;
- (b) Service: participating in standing and ad hoc committees; leadership role in curriculum development and implementation, clinical activity, interviewing, curricular research programs, attending graduation, etc.; contributing to governance of the college; consulting accrediting and other educational review boards; recruiting efforts; healthcare delivery;

editorships and memberships on editorial boards; service on statewide or national ad hoc committees;

- (c) Scholarship: research; publication of research or academic studies; publication of textbooks, book chapters, review articles, case reports, technical and clinical procedures; contribution to professional organizations, i.e. attendance and presentations at professional society meetings; development of special teaching materials; consultation to professional journals as a manuscript referee, reviewer, etc.; submission of grant proposals; participation in research peer review panels; conducting continuing medical education; and sponsorship and supervision of student or postdoctoral research.

## 6. Criteria for Determination of Rank

The following minimum criteria are required for assignment of faculty rank:

### (a) Instructor

- (i) Master's degree awarded, or terminal or professional degree in progress
- (ii) For clinical faculty, a terminal degree
- (iii) Candidates will be able to make an immediate contribution to the academic mission of the College. An immediate contribution to the academic mission includes time devoted to teaching, mentoring, facilitating, or assessment. Additionally, primary responsibilities in individualized academic services, such as learning specialist, librarians, etc., are considered a contribution to the academic mission.

### (b) Assistant Professor

- (i) Terminal or professional degree in field of expertise.
- (ii) For faculty with active clinical duties, terminal degree plus board certification or equivalent credentials and certification in the field of practice;
- (iii) Potential to make a sustained contribution to the mission of RVU and capable of independent scholarly activity. Evidence of this might include potential for excellence and productivity in teaching; publication of scholarly work; record of research funding and/or contributions to public health policy; clinical experience, competency, and expertise; and evidence of teaching at a college or professional level.

### (c) Associate Professor

- (i) Terminal or professional degree in field of expertise.
- (ii) For faculty with active clinical duties, terminal degree plus board certification or equivalent credentials in the field of practice;
- (iii) Sustained performance at a level above the minimal standards set for assistant professor with evidence of a combination of scholarly activity, scientific productivity; clinical, educational, public or professional service, and academic accomplishments that might include: documented evidence of teaching productivity, creativity, and competency (as judged by faculty and students); educational design and development, educational course operations and delivery; record of extramural research funding; record of outstanding contributions to public policy, public welfare

and public health; active participation and contributions to professional society at state or national meetings; participation and contributions at the local, state, regional, or national level in professional society affairs; regular presentation or active participation at local and regional CME programs; significant contribution to clinical programs and/or courses, development of new clinical education opportunities at the pre-doctoral and post-doctoral level; record of clinical accomplishments that expand to regional and national exposure and merit professional recognition; development of new advances and/or new techniques in clinical medicine or research; an ability to mentor young faculty; and novel and unique contributions to educational programs.

(d) Professor

- (i) Terminal or professional degree in field of expertise.
- (ii) For faculty with active clinical duties, terminal degree plus board certification or equivalent credentials in the field of practice;
- (iii) Sustained performance at a level above the minimum standards set for associate professor. The rank of Professor also requires sustained meritorious scholarly activity and national recognition for academic, scientific, clinical, educational, professional, or public service and accomplishment that might include demonstrated excellence and leadership in education as recognized by supervisors, students, and peers; evidence of stature as a regional or national authority in his/her area of expertise; refereed journal publication of scholarly works that have made a significant impact on science and medicine; participation at the national level in professional society affairs; participation at the national level in the research peer review process; participation at the national level in the formulation and administration of public healthcare policy; participation at the national level in policy formulation or institutional review processes; participation as an invited speaker/moderator/chairperson at national or international symposia; continued evidence of clinical expertise, contributions and accomplishments recognized at a national level; proven ability to mentor less experienced faculty; evidence of clinical capability and productivity in developing, designing, directing programs and courses; administrative role in directing educational or clinical programs or program development.

7. Process for Determination of Initial Rank

- (a) The hiring manager and/or direct supervisor of the new faculty member shall contact the Chair of the RPC requesting evaluation of the faculty member for initial rank;
- (b) The hiring manager and/or direct supervisor should suggest to the RPC an initial rank for the new faculty member and is responsible for submitting to the Chair of the RPC all necessary documentation to support the suggested rank;
- (c) The RPC will review the documentation and recommend the appropriate initial rank for the faculty member using the current criteria outlined in this document;

- (d) The Chair of the RPC will notify the appropriate Dean or Program director and the Provost of the recommended initial rank for the newly appointed faculty member within five business days;
- (e) Provost then provides documentation within five business days to the appropriate Dean or Program Director and RPC chair if there is disagreement with the recommendation of rank.

## 8. Promotion in Rank:

Applies to any faculty who is eligible for promotion.

Criteria for Promotion:

- (i) The promotion process may be prompted by a request from the faculty member seeking promotion or by the Department Chair or Program Director or Dean.
- (ii) The faculty member, Department Chair, Program Director or Dean will communicate the request to the Chair of the RPC.
- (iii) The Chair of the RPC will contact the faculty member to confirm that the faculty member is seeking promotion and understands the promotion process.
- (iv) The nominated faculty member must submit his or her faculty portfolio on or before February 15th of the year of anticipated award of promotion.
- (v) The RPC will critically evaluate the faculty portfolio and notify the Provost and appropriate Dean or Program director of its recommendation on or before April 15th.
- (vi) The Provost will review the findings of the RPC and make a determination on the RPC's recommendation.
- (vii) Written notification of promotion will be given to the faculty member, appropriate Dean or Program Director, and Chair of the RPC, from the Provost, within ten (10) working days.
- (viii) Written notification of non-promotion, with explanation and recommended areas of improvement, will be given to the faculty member, appropriate Dean or Program Director, and Chair of the RPC, from the Provost, within ten (10) working days.
  - Depending on the outcome of the notification, a written appeal of the promotion decision can be initiated within ten (10) working days of said notification.
- (ix) An appeals committee will be appointed by the Provost and will consist of three (3) full-time faculty, to include a faculty member representing non-clinicians and a faculty member representing clinicians and one (1) assistant or associate dean not supervisory to the candidate.
- (x) The findings and recommendations of the appeals committee will be made within thirty (30) days of receiving an appeal and will be forwarded to the President for evaluation and final action.

## 9. Faculty Portfolio

- (a) General Considerations

- (i) The faculty portfolio documents past achievements and present trajectories in teaching, scholarship, and service. Its development affords an opportunity to reflect on professional growth and to present evidence of contributions and abilities.
  - (ii) Recommendations for promotion are made by the RPC based on an evaluation of the descriptions and supporting documents in the portfolio, which contains four sections: (1) introductory material; (2) description of responsibilities, goals, and philosophy; (3) description of achievements and contributions in teaching, scholarship, and service; and (4) supporting documents. The content and organization of the portfolio are outlined below. Faculty members are advised to follow the outline closely, using the sections and subsections listed, but each may develop content within subsections in ways that best present his or her work and make sense for a specific discipline. The content submitted by clinical medicine, basic science, and medical informatics faculty members may differ and will reflect the distinctive aspects of their fields.
  - (iii) The number and nature of evaluative letters may also differ from one faculty member to the next, though the exclusion of a recommended letter may prompt questions by the RPC.
  - (iv) Although minimum and maximum page limits are not prescribed, applicants are advised to use good judgment and to avoid including extraneous material. Descriptions should be clear and concise and should develop an evidence-based argument for promotion in rank.
  - (v) The Chair of the RPC encourages questions and discussions of content during the development of the portfolio.
  - (vi) The portfolio should be submitted electronically. Five copies of the initially submitted portfolio, on separate USB Flash Drives (or equivalent), are required and should be delivered to the Chair of the RPC by the application deadline.
- (b) Contents of Faculty Portfolio
- (i) Introductory Material

Introductory material should help the reader navigate the portfolio; the table of contents should include directions identifying the location of every discrete section, subsection, and item in the portfolio, for example, a line for every letter of recommendation.

    - Title page
    - Table of Contents
    - Cover letter

Cover letter requests promotion in rank, indicates that the applicant meets threshold requirements to apply, and authorizes the members of the RPC to contact relevant parties to authenticate supporting documents and verify activities and evaluations
    - Curriculum Vitae
  - (ii) Description of Responsibilities, Goals, and Philosophy

The description should be concise but complete, summarizing the responsibilities, goals, and philosophy of the applicant under the following headings, while referring to and quoting from supporting documents in Section 4

- Current Responsibilities

Summary of currently assigned and volunteer activities

- Professional Goals

Description of professional aspirations, short and long-term goals in teaching, scholarship, and service; and plans for achieving them.

- Statement of Teaching Philosophy

Description of teaching methods and the theories behind them.

(iii) Description of achievements and contributions in teaching, scholarship, and service.

The description should include the applicant's achievements and contributions in each area listed, providing a self-assessment and explanation of how the activity helps meet the required criteria for promotion in rank

- Teaching

Refers to instructional activities that facilitate learning, including the development or delivery of courses, presentations, consultations, or guides; bibliographic instruction, reference work, question writing, and testing

- Service

Refers to ancillary activities for the institution, profession, or community that contribute to the common good, including organizational leadership, committee work, project management, board membership, peer-review activities, fundraising, community organizing, volunteer service, advising, consulting, scholarship, and mentoring

(iv) Supporting Documents

- Letters of Support

Letters recommending promotion and evaluating teaching, scholarship, and service; it is strongly recommended that the applicant include letters from immediate supervisors, professional colleagues, an educational specialist, a subject specialist, and a community member, if appropriate

- Supervisor Evaluations

Results of Current and Past Evaluations

- Example Courses

Syllabus, typical lesson, and student evaluations for two most recent courses; organize this subsection by course, grouping the syllabus, lesson, and evaluations for the course together

- Representative Publications, Papers, and Posters

Selection of publications, papers, posters, or presentations that represent nature, significance, and quality of scholarship

- Announcements or Records of Awards, Grants, Continuing Education, and Service
- Additional Documents that will support the application

### Appendix 3: Index of Faculty Employment-Related Policies

The following table lists the policies pertaining to faculty employment and where they may be found. Because this Index lists existing policies that have been previously approved, changes to the Index may occur as needed and without prior notice or approval of the Faculty Senate.

Category	Policy	Source
Policy Scope	Faculty subject to Employee Handbook.	Employee Handbook, Sec 1.1
	Faculty subject to Faculty Handbook.	Faculty Handbook
	Faculty subject to Employment Contract.	Faculty Employment Agreement
Terms of Faculty Appointment	Typically one year in duration.	Faculty Handbook, Sec 1, Item B
	Beginning and ending dates in employment contract.	Faculty Employment Agreement, Item 1
	Subject to termination by faculty member or RVU.	Faculty Employment Agreement, Item 5
	Faculty appointments are at will.	Faculty Employment Agreement, Item 1
Faculty Responsibilities	Teaching, service, scholarship and healthcare delivery depending on department.	Faculty Handbook, Append. 2, Item 1(a)
	Adhere to moral, legal and ethical standard of conduct	Employee Handbook, Page 37
	Uphold ethical standards	Faculty Employment Agreement, Sec 4.1
	Specific duties are listed in the job description	Faculty Employment Agreement, Sec 4.3
Faculty Lines of Communication	Each program identifies faculty lines of communication within their organizational charts; refer to individual program organizational charts	Refer to individual Departmental organizational charts
	Immediate supervisor to faculty clearly defined in the job description.	All job descriptions are signed by faculty and supervisor and are stored in Human Resources department files
Faculty Privileges and Benefits	Faculty rank determined by Dean of College.	Faculty Handbook, Append. 2, Item 6

Category	Policy	Source
Faculty Privileges and Benefits (continued)	Faculty rank includes instructor, assistant prof., assoc. prof. and prof.	* Employee Handbook, Page 17 * Faculty Handbook, Sec 1, Item B (3)
	RVU strives to compensate faculty at competitive market	Employee Handbook, Page 19
	RVU seeks to reward faculty for performance.	Employee Handbook, Page 19
	All faculty can expect to be compensated within the salary range associate with their rank.	Employee Handbook, Page 19
	Employee benefits are described in Employee Handbook	Faculty Employment Agreement, Sec. 2
	Information regarding compensation policies available in HR Dept.	Employee Handbook, Pages 17-23
	Faculty rank determined by Provost in consultation with Faculty Rank & Promotion Committee	Faculty Handbook, Sec 4, Item C
Faculty Performance Evaluation & Remediation	Faculty are evaluated to identify performance strengths and weaknesses.	Faculty Handbook, Appen. 2
	Faculty are evaluated annually.	Faculty Employment Agreement, Sec. 4.4
	Criteria evaluated include, but are not limited to teaching, service and scholarship.	Faculty Handbook, Appen. 2
	Faculty portfolio is primary evaluation tool.	Faculty Handbook, Appen. 2
	Teaching, Service, and Scholarship evaluation criteria are listed for faculty.	Faculty Handbook, Appen. 2
	Criteria for rank of Instructor, Asst. Professor, Assoc. Professor, and Professor are listed for faculty.	Faculty Handbook, Appen. 2
Faculty Dismissal	Faculty employment may be terminated at discretion of Dean.	Faculty Employment Agreement, Sec. 5
Faculty Due Process	Faculty subject to University Appeal and Grievance Policy.	Faculty Handbook, Sec II, Item B (2)