UNIVERSITY **FACULTY BY-LAWS**

Approved by the Board of Trustees, February 6, 2016
Effective May 19, 2016
With Amendments as Approved by the Board of Trustees through May 1, 2023

Faculty By-Laws

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Article I: Introduction

Section 1 The *Lewis University Faculty Handbook* has two parts: (1) The *University Faculty By-Laws* which are common to all University Faculty as defined in these By-Laws; and (2) The By-Laws of the individual Colleges/Schools, which are applicable to the faculty of that College/School.

Section 2 These *University Faculty By-Laws* are derived from and therefore supersede the University Faculty Charter (1998). These *University Faculty By-Laws* are common to all Lewis University full-time and half-time faculty members as defined in Section 4 of this Article. They have been written to provide common understandings and to set forth principles and policies for Lewis University Faculty.

Section 3 All references to departments, departmental meetings, departmental Chair, departmental curriculum, and departmental matters are understood to refer to the structure implicit in the organization of the College of Aviation, Science, and Technology, the College of Business, the College of Education and Social Sciences, and the College of Nursing and Health Sciences, and the College of Humanities, Fine Arts, and Communications or any College or School which may be created and TJ -0.0142(o)]mov( )]T(t)8(he)32(t)8(he)32((bTd 2002 Tc -0.002 Tw [cr)-1(eat)-6(

Section 6 Subject to Board of Trustees approval, each College/School shall have the right to adopt supplemental By-Laws relating to areas of concern specific to that College/School, provided that they are not inconsistent with these By-Laws.

Section 7 To the extent that there is any conflict between these By-Laws and the By-Laws of the Board of Trustees of Lewis University, the latter shall govern. To the extent there is a conflict between these By-Laws and those of an individual College/School, these By-Laws shall govern.

Section 8 The process for amending the *University Faculty By-Laws* is found in Article XXII.

Article II: The University Faculty

Section 1 As teachers, Lewis University faculty members encourage the free pursuit of learning in their students. They hold before their students the best scholarly standards of their discipline. They demonstrate respect for students as individuals and serve as their intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true academic merit. Faculty members respect the confidential nature of the relationship between professor and student. They avoid any misuse of student work for private advantage and acknowledge openly and fairly any significant assistance from the students in the faculty member's work. Faculty members protect the student's right to free aca

or fills a gap in the existing resources.

- If the book was not previously reviewed by a professional in one's discipline and/or peer reviewed, the faculty author must provide the names of three individuals and their credentials and background to be considered for a peer review of the book prior to adoption.

If approved, students must be notified via the syllabus that the proceeds or royalties from the materials they purchase for the faculty author's class will be donated to a charity of the faculty member's choice.

Proof of the charitable donation must be turned in to the faculty members' dean at the end of each academic year.

Section 3 **Responsibilities to Students:** Faculty have an obligation to provide instruction in both quantity and quality that meets regulatory and accreditation standards for the credits awarded; to make themselves available to meet student needs through scheduled office hours, timely on-line availability and appointments set at a mutually convenient time for student and faculty (contact information, office hours and instructions for scheduling appointments will be provided to students); provide advisement to meet students' needs; make students aware of graduation requirements; and provide timely feedback on tests, papers, and other student assignments. This is accomplished by defining reasonable times and methods of making themselves available to students. This obligation involves faculty-aiding students in recognizing their responsibilities and encouraging their exercise of those responsibilities. Faculty have an obligation to arrange for adequate supervision of students in classroom, laboratory and off campus activities officially related to instruction, including necessary safety procedures. Faculty have an obligation to provide instruction and participation to students without regard to race, religion, gender, color, sexual orientation, national origin, age, disability or other impermissible bases of discrimination and to refrain from conduct that could be reasonably be considered harassment, intimidation or bullying of students.

Section 4 **Responsibilities to the Department/Program:** Faculty are expected to attend scheduled academic department, or other academic unit meetings and cooperate with the Chair/Program Director in reviewing and updating the departmental curriculum, student learning outcomes assessment, in the scheduling of classes and instructors each ter Tc 0.ientabule to ths5e

Article IV: Academic Freedom

Section 1 Academic freedom is the freedom of scholars to speak, to write, and to conduct research. Freedom means that the decision concerning what to say, write, or investigate is left to the judgment of scholars insofar as they adhere to the canons of responsible scholarship; that is, not falsifying, knowingly misrepresenting, or acting in wanton disregard of the facts or evidence. As scholars and teachers, faculty should at all times endeavor to be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.

Lewis University is described in the University Mission Statement as, Catholic in tradition and character. Academic freedom is understood within that heritage and tradition.

Section 2 When scholars are free to express, test, and extend knowledge, a primary purpose of the University as an institution of higher learning is achieved.

Section 3 Faculty members are free to discuss any aspect of their subject in the classroom; however, they should be careful not to introduce into their teaching controversial matters which have no relation to their subject matter. Subject to any College/School/Department/Program requirements for a particular course, faculty members are free to select instructional material and to structure learning activities supportive of agreed upon course learning objectives as defined in the course syllabus unless otherwise guided by law.

Section 4 Faculty members are free as private citizens to write or speak on public issues. Nonetheless, as members of a learned profession and as members of an educational institution, such freedom of expression imposes special obligations. Faculty members shall(s.)Tj 0 Tc 0 Tw 6.33 0 Td ( )Tj -0.004 Tc 0.004 Tw3.15 1(hoT1(d)h6(v)-4

Article V: Faculty Governance

Overview: Faculty and administrative initiatives and concerns coming from their legitimate authority complement and enrich each other in the achievement of the University Mission. Cooperation and timely communication between the faculty and administration is essential for the well-being of Lewis University, and this cooperation must be founded upon mutual respect and confidence. The University will have great success in carrying out the mission of the University

1. Unique policies and procedures specific to an individual College or School may be delineated in that College's/School's supplemental By-Laws and may apply only to that College's/School's faculty in the matter of governance. All individuiA 2gTJ A 223 0 Td [ )10(C)-3(o)10(-2)8(l)-

A. The purpose

4. The number of members on each Standing committee may be changed by more than two-third (2/3) vote of the Faculty Senate.

5. Membership on the University Faculty Senate Standing Committees shall be as follows:

   (a) **UAAC:** Two (2) representatives from the College of Aviation, Science, and Technology; the College of Nursing and Health Sciences; the College of Business; the College of Education and Social Sciences; the College of Humanities, Fine Arts, and Communication; one (1) representative from the School of Graduate, Professional and Continuing Education; and the Registrar, or Registrar's designee. Ex officio: the Provost or designee and the chair, or chair's designee, of UGAC. Members must be currently teaching undergraduate courses or have significant past undergraduate teaching experience. The

(1) from School of Graduate, Professional and Continuing Education, one (1) member from College of Business, one (1) member from College of Nursing and Health Sciences, one (1) at large faculty member with experience teaching Community Engaged Learning courses, and one (1) member from the University Graduate Affairs Committee as well as one (1) current member from the University Academic Affairs Committee who will serve as an ex-officio representative. The directors of First-Year Writing, the Writing Center and WAC will be voting members of the committee. The WAC Director will serve as the WAC Subcommittee Chair. The faculty representatives will be selected by UAAC and the WAC Director from the pool of applicants for a three-year term.

(b) **UFAC:** Two (2) representatives from each College, with at least one representative from each College's Faculty Affairs Committee. Ex officio: the Provost or designee; the UFAC Chair is the faculty representative to the Board of Trustees Academic Affairs and Student Success Subcommittee.

(c) **UFBRC:** Two (2) representatives from each college, one of whom must be from the Budget Review Committee of the College. Ex officio: the Provost or delegate; the Chief Financial Officer or delegate. The Chair of UFBRC will serve as the faculty representative to the Board of Trustees Finance & Infrastructure Committee.

(d) **UGAC:** Three (3) representatives from College of Aviation, Sciences, and Technology; three (3) representatives from the College of Education and Social Sciences; three (3) representatives from the College of Business, three (3) representatives from the College of Nursing and Health Sciences; Ex-officio: the Dean of the School of Graduate, Professional, and Continuing Education, the Provost or designee, a representative from the School for Graduate, Professional, and Continuing Education, the Registrar, a UAAC member, and a representative from the College of Humanities, Fine Arts, and Communication. Members must be teaching in graduate programs or have significant past graduate teaching experience. The committee will reassess membership every three years.

(e) **UTAC**: Two elected representatives from each college. At least one member of UTAC must have experience in a satellite location. Ex Officio*:*

Article VI: Faculty Appointments

Section 1 This article of these *University Faculty By-Laws* applies to University Faculty hiring and emeritus status for retiring University Faculty. Specific policies and procedures indicated in supplemental individual College/School By-Laws shall also apply to the extent not inconsistent with these *University Faculty By-Laws*.

Section 2 Faculty appointments are made by the President on the recommendation of the Provost and the Dean of the College/School.

Section 3 No faculty appointments shall be made unless the procedures for the addition of a new position or the filling of a vacated position stipulated by the University in *Personnel Search Procedures* and its statement regarding Mission-based hiring have been followed. Further, all aspects of the search process detailed in the *Personnel Search Procedures,* administered by the Office of Human Resources, SonidTc 0.[(el)](elp

location(s) of academic duties; and/or if release time is required for the position. Each College/School shall establish procedures and processes regarding the identification, review, and recommendation for faculty positions.

Section 7 There shall be careful regard for the University Mission Statement and hiring guidelines as well as legal and Higher Learning Commission requirements for each position. Methods of search and evaluation shall be used which will seek to

Section 11 The Department Chair is the academic leader and manager of the Department faculty. They lead in developing the Department's long-term planning and vision, promoting the mission, and providing leadership in the primary areas of faculty teaching, research, and service; enrollment and recruiting; and program development and assessment. In addition, they are in charge of managing the day-to-day operation of the Department, and report directly to the Dean of the College. In terms of the organizational structure of the University, the Department Chair is an essential liaison between the Dean and the faculty.

The Department Chair's management and leadership responsibilities may include but are not limited to:

Leadership

In collaboration with its members, the chair articulates and carries out the vision of the Department

Provides mentoring, support and encouragement to faculty

Collaborates with other Departments

Serves as the key link in communications between the Department faculty and the Dean

Represents the Department in College and University matters

Coordinates recruitment and marketing efforts

Advocates for programs, students and faculty

Coordinates community partnerships

Section 12

Section 14 The University may appoint a temporary replacement for a faculty member who is on sabbatical, on leave or to otherwise meet the short-term curricular needs of the College/School. Replacements are awarded contracts on either a full-time or half-ay eithee2:

C. Emeritus status will provide these Rights and Privileges:

1. Library privileges;
2. E-mail/Internet privileges;
3. Invitations/inclusion in university-wide events;
4. Faculty rates through campus (Bookstore, Recreation Center, Theatre, Athletic Events, Cafeteria, Parking);
5. Mailbox, if requested; and
6. Use of the title in scholarly or professional activity.

Section 17 Visiting Research Scholar

A. Visiting Research Scholars are individuals who possess a terminal degree in their field or have desired experience or expertise in a particular field and whose primary purpose for residence at Lewis University or affiliation with Lewis University from a remote location is to conduct research in association with or at the invitation of a Lewis faculty member. The title of Visiting Research Scholar may be given to:

Scholars, including faculty and researchers, who are on leave or sabbati 4 Tt BMC 1 g 180 468.12 352. 0 1n7(i)-2(n0 Tw 12 0 4(v)]TJ EMC ET 7(i)

insurance) from the University. They may be funded by external or personal sources such as grants, corporate or foundational support, or support from a home institution. With the approval of the Dean of the College with which the visiting scholar is associated and the Provost's Office, the scholar may draw a stipend or partial salary from an existing University grant or other soft money source or may apply for external funding through the University to support the position.

C. Visiting Research Scholar status will provide these Rights and Privileges:

Library privileges;
E-mail/Internet privileges;
Invitation/inclusion in university-wide events
Faculty rates through campus (Bookstore, Recreation Center, Theatre, Athletic Events, Cafeteria, Parking);
A Lewis ID;
Inclusion on the affiliated Department's website;
Access to Lewis IRB and Research Office resources;
Access to laboratory, classroom, practice room, or other space and to instrumentation or equipment as approved by the Department, Dean, and Provost;
Ability to audit classes without a fee, subject to instructor approval and sufficient space in the classroom;

D. Requirements and responsibilities of being a Visiting Research Scholar are:

Conducting oneself in accordance with the *University Faculty Bylaws* and Lewis University Mission;
Indicating affiliation with Lewis University on papers and presentations related to work done as a Visiting Research Scholar and on grants or other funding obtained to support work as a Vising Research Scholar;
Contributing to the intellectual life of the University by giving a colloquium, by guest lecturing in a class, or in some other approved way at least once during each Visiting Scholar term (i.e. at least once annually).

practicable, should bring their career experience to bear in university service. Such service activities should be related to the faculty member's professional expertise and achievements. These faculty are encouraged to participate in faculty governance.

Instructor, Assistant, Associate, and Professors of Practice are university faculty issued annual contracts, with the expectation of renewal in the absence of notice as provided for in Article VIII, Section 3 of these By-laws. Renewal in all instances is possible, based upon institutional need, but is not automatic or required. The Dean of the applicable College will confer with the Department Chair/academic unit head, and will make a recommendation to the Provost who will determine whether renewal is desirable, and may recommend renewal of the contract to the President. In the event of a decision not to renew an appointment, the PoP will be notified as stated in Article VIII, Section 3 of these By-Laws, unless otherwise stated in the annual, academic year contract.

PoP faculty enjoy the same faculty benefits, rights, and responsibilities as Tenure Track Faculty with the exception of tenure. The percentage of appointment must be clearly documented at the time of hire and must be at a minimum of 50%, but most commonly the expectation of full time (24 credit hours/year). To be promoted, they may not be less than half-time.

D. **Non-Tenure Track Faculty** are University Faculty issued annual, academic year contracts, with the expectation of renewal in the absence of notice as provided for in Article VIII, Section 3 of these By-Laws. Renewal is -ifeneacads-6(h)09 T

responsibilities as Tenure Track Faculty with the exception of tenure and promotion to full professor. Additionally, Tenured and Tenure Track faculty have precedence over Non-Tenure Track faculty for a first sabbatical leave.

E. **Temporary Faculty** are defined as faculty appointed for a specific period on a full- or half-time basis. These appointments are typically made for Artists/Writers/Scholars in Residence, Visiting Faculty and Replacement Faculty as detailed in Article VI, Sections 12-14.

No Temporary Faculty appointments will be made without consultation with the affected department. Each appointment will designate a concluding date for the appointment, not to exceedhalf

Article VIII: Faculty Contracts

Section 1 Faculty contracts are issued for an academic year. The contract is paid in equal bi-weekly installments.

Section 2 As a general matter, Tenure Track Faculty members' contracts will be renewed unless they receive a written notification of non-reappointment by the following deadlines; however, a contract for one year does not create an expectation or a guarantee of renewal in any succeeding year:

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Article IX: Outside Activities

Section 1 While it is recognized that teaching and other faculty responsibilities at Lewis University constitute a faculty member's full-time and principal commitment, faculty are permitted to become involved in activities, including part-time wage-earning activities, outside the University. Such outside activities are an opportunity for faculty members to extend their knowledge and understanding, keep current, and increase the breadth of experience they bring to the classroom, thus enhancing their effectiveness as teachers.

Section 2 Faculty members' outside activities and/or employment must not hinder or diminish theinnd ein.4 Tw(h)-mb

Article X: Faculty Benefits

Section 1 Faculty members shall be eligible for the categories of benefits generally made available to employees of the University upon the same terms and conditions as are applicable to University employees generally. These benefits include, but are not limited to, as of the time of the adoption of these By-Laws: tuition waiver, health insurance, and retirement. Nothing in these By-Laws is intended to restrict the University's ability to modify, alter or amend the benefits made generally available to its employees.

Section 2 Subject to the approval of the Board of Trustees, faculty members will be

A. Each College/School will support attendance at meetings, conventions, seminars and/or workshops associated with a faculty member's academic discipline, for the purpose of presenting a paper.

B. Other Travel. For other travel on University business, reimbursement requires

Section 7 **Release Time for Administrative Duties.** A faculty member may be granted a reduction in teaching load to perform administrative duties beyond those normally associated with a faculty role. Any reduction must be approved by both the Dean and the Provost, and be reflected on the annual contract to be effective.

Section 8 **Leaves.** Details and conditions of all leaves shall be in writing and signed by the faculty member and the Dean of the College/School.

A. **Sabbaticals.** The purpose of the sabbatical leave program is to free full-time faculty from their normal duties to pursue activities, which will improve their teaching, to conduct focused scholarship, to lead a Mission oriented project, or to enhance their ability to carry out their responsibilities as faculty members. It also provides an opportunity to reflect on their teaching, scholarship, and/or commitment to the Mission so that they may return to the classroom and their academic roles with renewed vigor, perspective, and insight.

1. Sabbatical leave is not automatic. A sabbatical leave is granted by the President, upon the recommendation of the Dean, with the concurrence of the Provost, after applications have been reviewed and ranked by the University Professional Status Committee, the Dean, and the Provost. Criteria to be used in ranking and approving College sabbatical requests shall include:

Rank and seniority of the applicants;

The stated purpose of leave;

The potential for leave to enhance teaching and student learning;

The potential benefits of sabbatical leave to the faculty members, students, the Department, College and University; and

If two or more applicants of comparable merit are submitted for the same semester, preference sha Tc ngleavare w

4. Absent unusual circumstances or financial pressures, no fewer than five (5) College sabbaticals will be offered annually to qualified applicants One (1) sabbatical shall be offered each academic year to each Collegexu ea ofollege se slicaon, T*(acad)S

commitments of

5 . The duration and other conditions of an administrative leave of absence shall be stated in writing in the letter granting the administrative leave and may be amended by mutual agreement of the President and the faculty member on administrative leave. Upon termination of an administrative appointment, the faculty member shall be provided adequate notice to prepare for an effective return to the classroom.

C. **Academic Leave of Absence.** The University recognizes the need to provide every possible opportunity for faculty to develop their research and complete their terminal degrees. To assist these faculty during this critical period of their careers, faculty, after three (3) years of service, may apply for an academic leave of absence.

1. Academic leaves of absence shall be without salary compensation. Continu1.44f0 TTc 0 Tw 5n

members are incapable of fulfilling this pledge for health or other extraordinary reasons beyond their control, then the University will reduce or eliminate obligation for that faculty member.

Section 9 Any additions, deletions, or changes to benefits enumerated in this Article and available to University Faculty shall be governed by the principles enunciated in these *University Faculty By-Laws.*

Article XI: Faculty Evaluation

Section 1 In addition to this article of the *University Faculty By-Laws,* principles enunciated and any specific policies and procedures indicated in the individual supplemental College/School By-Laws shall apply

C. The Dean/Designee and the Department Chair/Program Director shall each prepare a written evaluation, which shall discuss both past levels of achievement and areas of opportunity for further development; these

Accordingly, supplemental College/School By-Laws also include criteria for each faculty performance evaluation that elaborate on the general university-wide evaluation criteria set forth in this Article and are consistent with the Mission of the College/School and the professional responsibilities carried out by its faculty members.

A. **"Teaching/Academic" E14 Tc 0.0lu**

13. Ability to develop course syllabi, readings lists, and assignments which are helpful to students and colleagues and participate productively in instructional planning and organization; and

14. Creating experiential learning experiences for students, such as service learning and travel study courses.

Teaching/Academic Effectiveness is established by multiple sources of evidence including: self-evaluations; evaluations by the Department Chair/Program Director and Dean; peer evaluations; student evaluations; observation of teaching by peers, the Department Chair/Program Director and Dean as designated by supplemental College/School By-Laws; teaching awards and honors.

B. **Relationship With Students:** Relationships with students includes, but is not restricted to:

1. Having an open and respectful attitude toward students;

2. Being responsive to student questions and concerns;

3. Tolerating student viewpoints that are different from those of the faculty member;

4. Evaluating promptly, objectively and honestly student work and performance;

5. Demonstrating a genuine interest in the affective growth of students;

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Director

Department Chair/Program Director and Dean; peer evaluations; student evaluations; and observation of classroom teaching by peers, the Department Chair/Program Director and Dean as designated by supplemental College/School By-Laws.

E. **Research and Scholarly Activity:** Scholarly Activity/Research Involvement in one's field promotes the exploration of ideas, acquisition of expertise, and research that enriches teaching and contributes to the advancement of learning for students and faculty. Scholarly activity is

(e) Participating in College/School events such as judging student work, presenting at symposia, poetry, readings, playing concerts, directing plays, etc.;

(f) Providing experiential learning opportunities for students out of the classroom, including service learning and community service that fosters the University Mission with the community and globally;

(g) Serving as a Program Director, Department Chair, or Dean;

(h) Assessing a colleague as part of the peer review process;

(i) Acting as representative of the University to the larger community

(j) Manifesting a strong record of departmental/institutional participation in training;

(k) Engaging in leadership or active participation in development of research programs;

(l) Mentoring and coaching faculty colleagues;
(m) Serving as a team leader on assigned projects; and

(n) Participating with service learning, mission trips, travel study.

3.

Article XII: Faculty Promotion

Section 1 Academic rank exists to recognize academic qualifications, professional growth and academic effectiveness in those who undertake the essential work of the University and the College/School. Rank, therefore, is granted to faculty members according to their level of academic qualification, achievement, and advancement as educators and professionals in their academic disciplines.

Promotion in rank is not an automatic advancement; rather, it results from effort, growth, and merit on the part of individual faculty member and from the desire of the College/School and the University to reward a faculty member's qualifications for and demonstrated excellence in teaching and the performance of other faculty roles and responsibilities as defined in these By-Laws, particularly Articles III, XI and this Article XII, and as augmented by supplemental College/School By-Laws.

Section 2 The attainment of the minimum eligibility standards described in these By-Laws, while making a faculty member eligible for consideration for promotion to the next rank, does not constitute an automatic claim for promotion. In all applications for promotion, each of the minimum eligibility standards described in the By-Laws must be met. In addition to this article of these *University Faculty By-Laws***,** principles enunciated in and any specific policies and procedures indicated in the relevant supplemental College/School By-Laws shall apply in the matter of promotion to the extent they are not inconsist.004(nc)-4639(0)-3(3)-4(6)-3(6)-4(0)-3(3)-4(6)-3(6)-4(0)-3(3)-4(6)-3(6)-4

A Non-Tenure Track faculty member may apply for a promotion to the rank of Assistant Professor after a minimum of three (3) complete years in rank as an[illegible]

minimum eligibility standards:

1. Length of Time in Rank as Assistant Professor: A Non-Tenure Track or Tenure Track faculty member may apply for a promotion to the rank of Associate Professor during their sixth (6th) or later complete year in rank as an Assistant Professor, or as otherwise specified in the initial letter of appointment. The promotion shall be effective at the beginning of the academic year immediately following the year in which the successful application was made.
2. Academic Qualifications: Earned appropriate terminal degree and/or a Master's degree plus additional graduate credits or graduate degree and other qualifications as defined in any relevant supplemental College/School By-Laws.

In addition, the following promotion criteria shall be considered:

1. Teaching/Academic Effectiveness: Evidence of an outstanding record of academic and teaching effectiveness in view of the criteria stated in Art. XI, Section 5 since the faculty member's last promotion.
2. Relationships with Students: A record of exemplary relationships with students viewed in light of the criteria stated in Article XI, Section 5, as may be augmented by any relevant supplemental College/School By-Laws.
3. Relationships with Colleagues: A clear record that the faculty member's relationships with colleagues, administrators and other members of the Lewis Community are maintained with an outstanding degree of professionalism and evidence well-established mutual respect.
4. Instructional and other Faculty Responsibilities: Full development and consistent application of the skills required for instructional responsibilities and outstanding discharge of all other faculty responsibilities as described in Article III and Article XI, Section 5 of the *University Faculty By-Laws,* as augmented by any relevant supplemental College/School By-Laws.
5. Research and Scholarly Activity: Evidence of recognized scholarly activity leading to contributions to the faculty member's field since the faculty member's last promotion.
6. Service: A documented record of outstanding service to the department/college/university, the discipline or profession since the faculty member's most recent past promotion.
7. Mission Values: A record of outstanding support for, contribution to and respect of the University's Mission.

9. Mission Values: Demonstration of an exceptional record of supporting, contributing to and advancing the University's Mission.

E. **Instructor of Practice**: Instructors of Practice are non-tenure-track faculty on term contracts. Contracts for Instructors of Practice may be

professional organizations or professional or community-based activities. Their specific contractual expectations for contribution to the field, college and university upon hire is evaluated. They are eligible for promotion to Associate PoP if they meet the following minimum eligibility standards:

1. Length of time as Assistant Professor of Practice: A faculty member may apply for promotion to Associate PoP during her/his sixth (6^{th}) year or later complete year as an Assistant Professor of Practice, or as otherwise specified in the initial letter of appointment. The promotion shall be effective at the beginning of the academic year immediately following the year in which the successful application was made.

2. In addition to the minimum eligibility criteria, the promotion criteria as stated in Article XI, Section 5, A-D, F-G of these by-law shall be considered.

3. Academic Qualifications: Master's degree and/or other qualifications as defined in any relevant supplemental College By-laws/School By-Laws.

In addition, the following promotion criteria shall be considered:

1. Teaching/Academic Effectiveness: Evidence of an outstanding record of academic and teaching effectiveness in view of the criteria stated in Art. XI, Section 5.

2. Relationships with Students: A record of exemplary relationships with students viewed in light of the criteria stated in Article XI, Section 5, as may be augmented by any relevant supplemental College/School By-Laws.

3. Relationships with Colleagues: A clear record that the faculty member's relationships with colleagues, administrators and other members of the Lewis Community are maintained with an outstanding degree of professionalism and evidence well established mutual respect.

4. Instructional and other Faculty Responsibilities: Full development and consistent application of the skills required for instructional responsibilities and outstanding discharge of all other faculty responsibilities as described in Article III and Article XI, Section 5 of the University Faculty By-Laws, as augmented by any relevant supplemental College/School By-Laws.

5. Service: A documented record of outstanding service to the department, College, and University, the discipline or profession.

6. Mission Values: A record of outstanding support for, contribution to and

Article III and Article XI, Section 5 of the University Faculty By-Laws, as augmented by any relevant supplemental College By-Laws.

8. Service: A documented record of exceptional service to the department, College and University, particularly at the institution-wide level since the last promotion.

9. Mission Values: Demonstration of an exceptional record of supporting, contributing to and advancing the University's Mission.

Section 7 In submitting their application for promotion in rank, applicants must atocs nt(r)TJ 0.002 Tc -0.0

Section 11 Faculty members hired prior to the adoption of these By-Laws by the Board of Trustees may choose to proceed under the Time in Rank requirement in effect at the time of their hire or under these University By-Laws. This provision shall remain in effect for the nine years after adoption and then shall cease to be effective.

Non-tenure track faculty hired prior to May 19, 2016 and who were eligible for potential promotion to full professor under their college by-laws shall retain such eligibility. This provision shall apply to applications for promotion made prior to the ninth anniversary of the effective date of the University By-Laws (May 19, 2025) and then shall cease to be effective.

Section 3 The purpose of tenure in the academic community is to promote the overall objective of preserving and enhancing the University's excellence as an educational institution — a place offering an environment, services, and facilities conducive to the development of the human intellect and character. The institution of tenure contributes to this objective by giving a measure of security to faculty members, freeing them to teach, to inquire, and to achieve.

Tenure implies a mutual commitment of the University and the faculty member.

Article XIV: Non-Renewal of Faculty Appointments

Section 1 In addition to this article of these *University Faculty By-Laws,* principles enunciated and any specific policies and procedures indicated in the supplemental College/School By-Laws shall apply in the matter of non-renewal of faculty appointments to the extent that the latter are consistent with these *University Faculty By-Laws*.

Section 2 Non-renewal is the non-issuance of a subsequent annual academic year contract to: (1) Tenure-Track, or (2) Non-Tenure Track faculty as defined in Article VII of these *University Faculty By-Laws*. Non-renewal does not include the ending of a Temporary Faculty member's appointment at the expiration of the period for which the appointment was made. Such appointments end by their own terms and do not renew absent affirmative act of the University.

Section 3 Non-renewal is inapplicable to Tenured faculty members. Tenure is granted by the Board of Trustees with the intent that the faculty member's contract will be renewed annually until the faculty member retires or resigns or the tenured appointment is terminated for adequate cause, programmatic changes, or financial exigency.

Section 4 Policies and procedures for the non-renewal of a faculty member's appointment are determined by the faculty member's status, as

Article XV: Corrective Action Procedures and Process for Termination of University Faculty

Section 1 In addition to this article of these *University Faculty By-Laws*, principles enunciated, and any specific policies and procedures indicated in any relevant supplemental College/School By-Laws shall apply in the matter of corrective action procedures and termination of University Faculty to the extent they are consistent with these *University Faculty By-Laws*.

Section 2 The intent of progressive corrective action is to notify a faculty member that misconductp 4(ndi)4(onds)-1(i)-22T ir8.540 Td ( )Tj 0.002 Tc -0.002 Tw (to)Tj 0 Tc 0 Tw 1.03 (

discussed in Article XIV.

Section 4 Termination Due to Adequate Cause

A. A faculty appointment may be terminated for adequate cause related, directly and substantially, to the faculty member's fitness to perform the duties required of faculty members and discussed throughout these By-Laws. Adequate cause is understood to be any act or omission or series of same by the faculty member that materially affects their suitability to remain a part of the University community, such as, but not limited to the following:

1. Failure to perform faculty responsibilities as delineated in these By-Laws, the faculty member's supplemental College/School By-Laws and/or in the annual faculty contract including continued unsatisfactory performance after the nature of the unsatisfactory performance has been identified and good faith efforts at remediation attempted;
2. Conduct which is likely to bring all or any part of the University, or its members, into disrepute; or which is grossly unprofessional or disruptive; or which is in contradiction to the Mission of the University;
3. Personal and professional conduct which evidences a lack of respect, support, and/or contribution to the Mission of the University;
4. Deliberate and grave violation of the rights of students, staff or colleagues, such as harassment or discrimination based upon, but not limited to: sex, race, national origin, religion, age, ancestry, sexual orientation, disability status or other status or characteristic prohibited by law, bullying or misuse of faculty authority to obtain personal gain or benefit from a student, colleague or staff member;
5. Plagiarism, false representation of research, scholarship or credentials or serious breach of professional ethics/standards;
6. Medical and/or psychological conditions which render the individual unable to perform essential functions of the appointment and for which a reasonable accommodation enabling such performance is not available after consultation with appropriate health care professionals and Human Resources; and
7. Where applicable, loss of necessary licensure.

B. When a person or persons have reasons to believe that a faculty member's employment should be investigated for adequate cause for termination, the following process should be utilized:

1. The person(s) initiating attention to this matter should record the reasons that provide a basis for this action in a signed document to be submitted to the respective College Dean. Any person with knowledge of circumstances suggesting a finding of adequate cause may initiate attention to the matter, even if they have not been personally adversely affected by the behavior.

2. The Dean, in consultation with Human Resources and the college Faculty Affairs Committee, as defined by the individual college bylaws, shall determine the scope of any factual investigation necessary to inform a decision regarding potential termination, determine the person(s) who will be charged with conducting the investigation and set a schedule for completion of the investigation, normally no more than thirty- (30) working days.

   (a) According to federal law, in cases involving allegations of sexual harassment as defined in the University's Sexual Harassment Policy; the question of responsibility for sexual harassment shall be determined by the investigation and hearing process provided therein. Any final decision resulting from that process shall be transmitted to the Dean and the college Faculty Affairs Committee to determine the sanctions appropriate for any violation found by the Hearing Officer(s) to exist; whether violations of any other faculty duty or expectation warranting sanction has occurred and whether any further investigation is necessary to determine if violations of policies or expectations other than the Sexual Harassment policy have occurred. Neither the Dean nor college Faculty Affairs Committee shall have authority to overrule or change the final determination of whether a violation of the policy occurred, and shall limit their inquiry to the questions of appropriate consequences for any violations found to exist, and the question of whether the same conduct violates policies or expectations other than the Sexual Harassment Policy, and if so, the appropriate consequences for such violations. In cases involving allegations of conduct that could be a threat to the safety of one or more members of the University community, the threat assessment team should also be informed.

college Faculty Affairs Committee may recommend discharge, or in cases where cause for concern but not termination is found, recommend alternative remedial or corrective action measures other than discharge.

C. A copy of the final recommendation(s) of the Dean and college Faculty Affairs Committee shall be given to the faculty member at the same time it is sent to the Provost. The faculty member shall have the right to review the investigative report and any supporting evidence under such conditions as may directed by the Dean for the protection of privacy and confidentiality. The faculty member may submit additional information, evidence or clarifications to the Provost within thirty- (30) working days of the receipt of the recommendation for termination of the faculty member.

D. The Provost shall consider the materials submitted and consult with the Dean

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C. If the President, the Provost or the Dean of the College/School in consultation with the Department Chair believes that an academic program, division, or department of the College/School should be reassessed, curtailed, or eliminated due to trends in enrollment and/or program quality, the reasons for the belief shall be put in writing with appropriate supporting data and sent to the department for consideration and determination of a time- specific action plan to remedy the enrollment and/or program quality problem. The department shall present the action plan within a reasonable time following its receipt of the request for reassessment. Should the problem continue after the agreed upon action plan has been implemented, then the Dean, the Department Chair, and members of the department shall confer to address the continuing enrollment and/or program quality problem.

D. If the above procedure does not resolve the problem, or if the Department fails to present an agreeable, time-specific action plan within a reasonable time, then the appropriate committee of the College/School is to be requested in writing by the Dean to convene an *ad hoc* Committee consisting of one member of the above- mentioned College/School committee who shall chair the *ad hoc* Committee, the Chair of the department/program at risk, the Colleg3( )-33uTd [w)-8(i)-2(t8 ( )Tj -0799 0 Td 4-0.014 Tc

hoc committee. The *ad hoc* committee report and recommendations shall be forwarded to the Provost and copies distributed to the full faculty of the College/School.

E. The University shall give due consideration to the report and recommendation of the *ad hoc* Committee. When the University has made a determination as to the action it will take, based on the report and recommendations of the *ad hoc* Committee, that decision shall be communicated in writing to the chair of the *ad hoc* Committee referred to above.

F. Terminations of faculty appointments due to programmatic changes will normally proceed first among Temporary faculty, then Non-Tenure Track faculty, then Professor of Practice, and/or Tenure-Track faculty and then Tenured faculty. In cases where individual faculty members have the same faculty status and areas of academic expertise, the faculty member with the least seniority shall normally be terminated first if teaching excellence and student learning factors do not provide a strong pattern of

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Article XVI: Appeal of Tenure, Promotion, Non-Renewal, Suspension and Termination Decisions

Section 1 Appeal of Decisions Concerning Tenure, Promotion, Non-Renewal, Suspension and Termination decisions shall be made in the following manner.

Section 2 A faculty member must receive written notice of a decision for non-renewal or suspension and adverse recommendations by the Provost regarding termination, promotion or tenure. A faculty member may appeal(m-90(i)-92(n)-9k78i()]TJ 0 Tc 06(em)-6(b2-0.00

D. With regard to matters pertaining to tenure and promotion, the President shall refer the faculty member's appeal to the Appeal Committee for review by an Appeal Panel. The Appeals Panel, whether acting in a matter pertaining to tenure and promotion or non-renewal, suspension or termination, shall conduct its review and prepare its report in the manner set forth in Article XVIII. The Appeals Panel's report shall be advisory only.

E. Upon receipt of the Appeals Panel's recommendation, the President, or the Provost in matters delegated to them, shall make a final decision or recommendation as the case may be.

F. In matters of termination and non-renewal, the decision of the President or Provost shall be final. In matters of tenure and promotion, the faculty member may request that their application for promotion or tenure be presented to the Board of Trustees, notwithstanding an adverse Presidential recommendation. Suchand facultyby

Article XVII: Appeal of Decisions *Other than* Tenure, Promotion, Non-Renewal, Suspension and Termination

Section 1 This article of the *University Faculty By-Laws,* as augmented by specific policies and procedures indicated in the Human Resources Manual and/or the individual College/School By-Laws shall apply in the matter of due process and/or appeal.

Due process is the procedure that a faculty member follows in order to resolve disputes, disagreements, and conflicts which may occur. Due process incorporates the principles of justice, equity, and fairness, consistent with the University Mission.

Section 2 Faculty also have a right of appeal to the Dean of the College/School and the Provost with regard to issues or decisions which adversely affect the faculty member other than those pertaining to tenure, promotion, non-renewal, suspension and termination. (Appeals regarding tenure, promotion, non-reappointment, suspension and termination decisions are governed by Article XVI.)

Section 3 In addition, to formal avenues of appeal, faculty members are encouraged to seek informal resolution of disputes either through direct discussion with the relevant

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D. An appeal to the Provost must be made not more than ten (10) working days after receiving the Dean's response to the initial appeal or after the time period for response from the Dean (including any agreed to extension(s)) has elapsed, whichever first occurs. The appeal to the Provost should state the facts and issues that identify specifically any sections of the By-Laws, which [illegible] Td Tw 0.24 0 TTw 14 300.3E 0.3Ex0 T30.a Td [w

Article XVIII: Appeals Committee

Section 1 The University Faculty Affairs Committee (UFAC), in consultation with each college's Faculty Affairs Committee and Dean, with the assistance of the academic Deans, will recruit and establish a University-wide Appeals Committee of at least fifteen (15) faculty to serve staggered, three-year terms with five (5) new members selected annually. Each college may determine its method of selecting or confirming its own representatives. Membership on the Committee may be extended for one additional three-year term by mutual agreement of the faculty members involved, each college's Faculty Affairs Committee and Dean, and UFAC.

Members of the Appeals Committee should reflect the distribution of the tenured, full-time faculty of the University as much as possible, therefore the Appeals Committee shall be composed of tenured faculty and have at a minimum the following representatives: three (3) members each from the College of Nursing and Health Sciences, the College of Edu2D4(s)-1f/b/Av d [on t1(t)-2(y a)1.00

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Section 2 Notices of referral of a matter to the Appeals Committee shall be given to the Chair of the University Faculty Affairs Committee (UFAC), who will coordinate assignments of the Appeal Panel, replacement of recused/excused Panel members and convene a first meeting of the Appeal Panel that will hear the appeal.

Section 3 At its first meeting, the Appeal Panel will establis[illegible]

Article XIX: Faculty Participation in the Selection of Academic Administrators

Section 1 The role of the faculty in the selection of academic administrators, including the President of the University, Provost, Academic Deans, and other academic administrators reporting to the Provost or the Dean, rests largely on the principle that interdependence, communication, and joint actions enhance the institution's ability to function effectively and to solve educational problems. A corollary of this principle is that faculty will have a significant role in the selection of academic administrators. In all searches except the selection of the President, the policies and4(i)(1(twhe)4( )]TJ -0.0045 Tc 0.0004 Tw (P)8(r)-1(e)3(s)-6(i)-10(d)-5(Tad(n)-4(t)]TJ0

D. The faculty performance appraisal of all other academic administrators with College, School or University responsibilities normally shall be completed no later than the beginning of the fourth (4th) year of appointment, and every third (3rd) year thereafter, as appropriate, observing the University's policies and procedures for the performance appraisal of academic administrators.

Article XXII: Amendments

Section 1 An Amendment to these

Appendix A: Faculty Senate Standing and Advisory

3. **UFBRC:** The University Faculty Budget Review Committee advances the Mission of the University as it monitors and makes recommendations about budget content and processes from the faculty perspective. This includes, but is not limited to, the review of the Strategic Plan, issues affecting enrollment and/or enrollment management, as well as budgetary support for enrollment and marketing and other aspects and documents of university financial life. The Committee will recommend relative priorities for hiring new faculty and staff members and for budgetary requests from all colleges. These recommendations will be submitted to the Provost. The Chair of UFBRC will serve as the faculty representative to the Board of Trustees Finance & Infrastructure Committee.

   In order to facilitate increasing transparency in university wide budget content, processes, and policies the Committee will do the following activities at least once per year:

   1. Analyze the annual budget and keep faculty informed of major issues/challenges.
   2. Meet with the Senior Vice President/Chief Financial Officer to review and discuss capital project priorities.
   3. Meet with the Senior Vice President/Chief Financial Officer to discuss any anticipated changes to the Lewis Retirement and Benefits Plan.

4. **UGAC:** The purview of the University Graduate Affairs Committee encompasses minimum equitable standards of graduate admission, retention, dismissal and graduation applicable to graduate students. It provides a structure to evaluate and ensure the ethical, academic integrity of the graduate student. It establishes minimum faculty standards for those teaching in graduate programs. It initiates and supports University-wide graduate assessment initiatives and program review in collaboration with already existing individual College governance structures. It addresses the initiation and expansion of new graduate programs, as well as other matters pertinent to graduate programs at the University. It encompasses the coordination and mutual support among all graduate programs and their advancement of the University Mission. UGAC serves as an official consultative body to the Dean of the School of Graduate, Professional, and Continuing Education on all affairs affecting graduate students and programs.

5. **UPSC:** The University Professional Status Committee shall insure the equitable treatment of all faculty members through coordination and interpretation of appropriate Articles within these By-laws. Functions of this Committee include but are not limited to:

   1. establishing methods for evaluation of full-time and half-time faculty for promotion and/or tenure (see Article XI);
   2. creating and implementing a mentoring program for faculty applying for promotion and/or tenure;
   3. reviewing, revising and updating the methods and criteria for faculty evaluation (see Article XI Section 5);
   4. Recommending candidates for promotion and/or tenure (See Article XI);

Appendix B: University Councils

Section 1 All University Councils are advisory to the President, who is entrusted by the Board of Trustees with the governing of the University. All University Councils are chaired by the President or designee and are structured to respond to the need for well-informed decision-making.

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implementation, and evaluation of technology resources at Lewis

F. University. The UTC is responsible for providing the strategic direction of technology to the University's leadership as well as the articulation Lewis University's strategic vision for technology to various constituencies. It will also evaluate recommendations from the various technology advisory committees for consideration by the University leadership. Finally, the UTC will provide information related to the approval and prioritization of technology proposals and recommendations.

The advisory committees that report to the University Technology Council include:

1. **UTAC** (University Technology Advisory Committee): UTAC is a standing committee of the Faculty Senate. See Article V.L.5. (e) for membership, and Appendix A for the committee description.

2. **ESAC** (Enterprise Systems Advisory Committee): ESAC provides functional and technical guidance in the development, maintenance, and support of Lewis University's enterprise systems applications, interfaces, and technologies. The committee provides recommendations to the University Technology Council about investments in the enterprise systems, develops and revises existing institutional policy for the acceptable use of the enterprise systems, and recommends policies for adoption pertaining to the enterprise systems.

3. **IAC** (Infrastructure Advisory Committee): IAC provides functional and technical guidance to the University Technology Council in the responsible development, maintenance, support, and security of the Lewis University infrastructure technologies and services. It also provides direction on the deployment of new university-wide infrastructure technologies to ensure all relevant University constituencies understand and adopt changes. Finally, the IAC maintain the technology infrastructure portfolio for the University, which will be used for improving communication and collaboration with these services.

Section 2 Membership on the University Councils shall be as follows:

A. **UAC:**

2. **ESAC:** Membership includes faculty/non-faculty representative from each college/school appointed by the deans; a designee from the Business Office; VP or designee from Enrollment Management, Marketing, and Planning; VP or designee from Mission and Academic Services; a Student Senate representative; VP or designee from Student Services; VP or designee from University Advancement; Designee from Faculty Center for Advancement of Teaching and Learning; 2 UTAC representatives; designee of the Office of Technology (ex officio).

3. **IAC:** Membership includes Assistant Provost from the Faculty Center for the Advancement of Teaching and Learning; designee from the Business Office; VP or designee from Enrollment Management, Marketing, and Planning; designee from Facilities Services; designee from Human Resources; designee from Marketing and Communications; Registrar; VP or designee from Student Services; two (2) UTAC representatives; designee from the Office of Technology (ex officio).

Appendix C: Calendar of Dates to Be Followed for Promotion and/or Tenure

May 1st	Notice should be given to the Dean of the College/School that faculty member intends to apply for promotion and/or tenure. (The form that this notice should take, written or verbal, shall be decided by the individual College/School.)
September 1st	Promotion and/or tenure supporting materials, gathered by the faculty member/applicant, should be received by applicant's department.
September 30th	Promotion and/or tenure application and supporting materials should be forwarded to the Dean of the College, along with the department's written assessment and recommendation.
November 15th	Promotion and/or tenure application and supporting materials, as well as the written assessment and recommendation of the Dean, and the department's written assessment and recommendation should be forwarded to the University Professional Status Committee (UPSC). The applicant should also receive a copy of the Dean's evaluation and recommendation.
February 15th	Promotion and/or tenure application and supporting materials should be forwarded to the Provost by the UPSC, along with the UPSC's written assessment and recommendation and the independent written assessment and recommendation of the Dean and department.
March 15th	Promotion and/or tenure application and supporting materials should be forwarded to the President by the Provost, along with the UPSC's written assessment and recommendation, the independent written assessment and recommendation of the Department, the independent written assessment and recommendation of the Dean, and the independent written assessment and recommendation of the Provost. If the Provost's recommendation is not to support Promotion or Tenure, the faculty member shall be notified.
April 15th	The President makes a decision and the recommendation goes to the Board of Trustees. If the President's recommendation isn't supported, faculty will be notified.
June 1st	All tenure and promotion decisions will be communicated to applicants.

If the above dates fall on a Saturday, Sunday or legal holiday, or on a date that the UniversityUah.e e0 Tw 3.512(t)4(0 Tw ( )Tj 0.0a(rb[h.s016t))-10(y)64(l)-2(l)-2(-)-10(e4nf 0.0d04 Tw [d)fvl)-1(. w