

April, 2011

The Faculty Code of the University of Michigan-Flint
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Effective May 1, 2002

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

#### MISSION STATEMENT

The mission of the University of Michigan-Flint is to be the leading university in our region by:

- educating all students in an environment that emphasizes literacy, critical thinking, and humanistic scientific inquiry, while guiding their development into thoughtful and productive citizens and leaders.
- facilitating student participation in the learning process and promoting individual attention to students through small class size and an involved faculty and staff.
- assuring that the faculty and staff give all those in our diverse student population the necessary guidance, support, and encouragement to achieve their academic goals.
- enabling faculty to achieve high quality scholarship in areas of basic and applied research and creative activity.
- promoting respect and understanding of human and cultural diversity.
- collaborating with local and regional educational institutions and other public and private organizations to provide access to academic programs; advance economic, cultural, and artistic interests; and enhance health and education in our region.

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## **Article 1** The Organization of The University of Michigan-Flint

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

- a. The term "faculty" shall include members of the teaching and research staff together with the executive officers; the directors of various teaching, research, and library units; research associates, curators, and persons with similar duties.
- b. The term "professorial staff" shall include professors, associate professors, and assistant professors.
- c. The term "instructional unit" shall be used to designate a school or college or such other comparable entity as may be established by the Board of Regents of the University of Michigan.
- d. The term "governing faculty," when used in connection with a school or college, shall include those members of the school or college who are professors, associate professors, assistant professors, and clinical professional staff. The governing faculty shall include instructors and lecturers who hold appointments of one-half time or more provided that they have held appointments for one or more years and are authorized to vote by a majority of the professorial staff of the appropriate school or college.
- e. The "University of Michigan-Flint (UM-Flint) Faculty" shall consist of governing faculty of the instructional units, professional librarians, archivists and curators, as well as administrators with academic appointments.

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

- a. UM-Flint faculty interests include all issues which affect the functioning of UM-Flint as an institution of higher learning, which concern its obligations to the state and to the community at large, and which relate to internal organization, insofar as such matters involve general questions of educational policy. The UM-Flint faculty may make recommendations on all UM-Flint academic matters not delegated to the individual instructional units by the Board of Regents.
- b. In each instructional unit, the governing faculty shall be in charge of the affairs of the instructional unit, except as delegated to the executive committee, if any. (See Regents Bylaws Section 5.02.) Unit governing faculty are vested with the affairs of those units as listed below (see Article 2, Section 1).

## **Article 2** Matters Delegated to the Governing Faculties by the Board of Regents

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

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

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

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

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

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

### Section 2. Faculty Communications to the Regents

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

### Section 3. The Deans and Executive Committees

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

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

## **Article 3** The University of Michigan-Flint Faculty

### Section 1. The Faculty Council

#### a. Membership

The Faculty Council shall consist of the following members: a Chair, a Chair-Elect/Secretary, a Past Chair, one representative each from the Academic Affairs Advisory Committee and the Chancellor's Advisory Committee for Budget and Planning and one representative from each of the instructional units.

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

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

#### b. Officers

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

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

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

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

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

The Chair shall receive items to be placed on the agenda of UM-Flint faculty meetings.

c. Filling Vacancies in Officers Positions

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

d. Functions

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

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

The Faculty Council shall advise and consult with the Chancellor on matters of University policy. It may request information from any member of the University staff and may invite any such person to sit with it for the purpose of consultation and advice.

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

e. Meetings

1. Scheduling

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

2. Announcements and Agenda

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

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

An ordered agenda for each Faculty Council meeting shall be prepared by the Chair and delivered with supporting material at least forty-eight hours before the meeting to those notified of the meeting. The agenda shall be posted publicly in each

classroom building at least forty-eight hours before the meeting. The agenda shall include all new business of which the Faculty Council is aware at the time of circulation. New business which is not on the circulated agenda and which meets the requirements of the preceding paragraph shall be considered by the Faculty Council after the items on the circulated agenda.

3. Quorum

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

4. Observers at Faculty Council Meetings

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

Section 2. Meetings of the Faculty

a. Regular Meetings

Regular meetings of the UM-Flint faculty shall be called by the Chair of the Faculty Council, who shall serve as chair of these meetings. Faculty meetings shall be called at least once each Fall and Winter semester to consider issues of fundamental importance to the University. An agenda will be circulated at least forty-eight hours before the meeting. The Faculty Council shall prepare proposals for these meetings on such matters to be voted on by the UM-Flint faculty. (See Article 3, Section 2e.) The Chair of the Faculty Council shall determine the final agenda in consultation with the Faculty Council

b. Special Meetings

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

c. Quorum

Thirty percent of the UM-Flint faculty shall constitute a quorum to do business, but a smaller number may receive reports and special orders, discuss any matter properly before them, and adjourn the meeting to another day; provided, however, that no motion shall be in order to amend, repeal, or adopt a standing rule of the faculty, or to adopt, repeal or modify any policy, nor shall any election be held, or any expression on university policies be recorded in the absence of a quorum.

d. Observers

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

e. Mail Ballot

In the absence of a quorum, balloting by the faculty shall take place via mail, and the Secretary of the Faculty Council shall verify the integrity of any balloting process (e.g., paper or electronic). A mail ballot on an issue previously discussed at a faculty meeting may include any motion to amend, repeal, or adopt a standing rule or policy of the faculty, or to express a position on University policies. All motions or resolutions shall be accompanied by a rationale, pro and con, for the action proposed. A mail ballot shall be circulated to the faculty by the Chair-Elect/Secretary within one week of the date of the faculty meeting, and the faculty shall return the ballots within one week. The Chair of the Faculty Council shall designate tellers to determine the outcome, and the Chair-Elect/Secretary shall circulate the results within one week of the date the ballots are due to be submitted.

Section 3. University Faculty Standing Committees

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

a. Election and Conditions of Membership

Members of University Faculty Standing Committees shall be elected in April of each year by the UM-Flint faculty. The Nominating Committee (see Section 4k below) shall send a list of nominees to members of the UM-Flint faculty by March 21. Members of the UM-Flint faculty may submit additional nominees to the Chair-Elect/Secretary until March 31. The Chair-Elect/Secretary shall circulate a ballot by April 7. The Chair-Elect/Secretary shall tabulate ballots received on or before April 21 and shall notify the faculty and the Student Government Council President by April 30 of the results of the election. Ties shall be resolved by sending additional ballots to the faculty, and the Chair-Elect/Secretary shall notify the faculty of the outcome.

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

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

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

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

Committee to ascertain the names of faculty members vacating standing committee posts due to leaves of absence.

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

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

b. Reporting

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

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

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

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

This Chancellor's Advisory Committee shall consist of seven selected faculty members, including at least one from each instructional unit, and a librarian. The Chancellor, the Provost, and the Vice Chancellor for Administration shall be members, *ex officio*. One faculty member shall be designated to represent CAC/BSP on the Faculty Council.

The committee shall consult with, advise and make recommendations to the Chancellor on matters of general University policy, particularly budget and resource allocation. The committee will be involved, in its advisory capacity, with the periodic and on-going review of the effectiveness of the current budget model. It shall obtain and examine the information necessary to sustain effective involvement in the ongoing budget and strategic planning processes at the University of Michigan-Flint. To that end, the committee may, from time to time, invite other Vice Chancellors, Deans, or other who can provide information and perspective. The Committee shall especially consider and look for congruence between budgetary decisions and the strategic plan.

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

The committee shall meet at the discretion of the Chair throughout the year, but normally twice a month, with the Chancellor from September through May. The Chair of the Committee and the Chancellor will consult on the agenda for all committee meetings.

b. Academic Affairs Advisory

The Academic Affairs Advisory Committee (AAAC) shall consist of seven elected faculty members, including at least one from each instructional unit, and two student members. The Provost shall be a member, *ex officio*. One faculty member shall be designated to represent AAAC on the Faculty Council.

The committee shall advise the Provost on programs having campus-wide implications that affect academic affairs. This includes coordination and allocation of resources among instructional units, assisting to establish the jurisdiction of instructional units over curricular areas, program development, academic support services, preparation of the calendar and the official UM-Flint Catalog, and other matters of concern to the committee or the Provost. The committee shall make its recommendations on all new degree programs, support their development, and make recommendations to the Provost on all matters affecting the academic life of the campus.

c. Student Concerns

The Student Concerns Committee (SCC) shall consist of five faculty members, including at least one from each instructional unit, and two student members. The Vice Chancellor for Student Concerns & Enrollment Management shall be a member, *ex officio*.

The committee shall work with the Vice Chancellor for Student Services and Enrollment Management and make recommendations regarding issues affecting the lives of students and students' academic success, as well as in recruitment and retention matters. It will determine general policies and monitor procedures for granting financial aid. It shall provide a forum for direct communication from students to faculty. The committee shall review and evaluate data and policies that impact recruitment and retention practices, and the committee shall propose matters of action to the faculty, faculty committees, or administrative units.

d. Administrative Services Advisory

The Administrative Services Advisory Committee (ASAC) shall consist of five faculty members, including at least one from each instructional unit, and two student members. The Vice Chancellor for Administration shall be a member, *ex officio*.

The Committee shall consult with, advise, and make recommendations to the Vice Chancellor for Administration in formulating administrative policies regarding services, facilities, parking, building maintenance, accessibility issues, space utilization, etc.

e. Academic Assessment

The Academic Assessment Committee shall consist of five elected faculty members, including at least one from each instructional unit, and at least one student member. The Assistant Provost shall be an *ex-officio* member. One additional faculty member may be selected by the Faculty Council from a slate presented by the Provost on the basis of professional experiences in areas relating to assessment.

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

f. Graduate Programs

The Graduate Programs Committee shall consist of five tenured or tenure track faculty members, including at least one representative from each instructional unit, and two

graduate student members. The Provost or the Provost's designate shall be a member, *ex officio*.

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

g. Library

The Library Committee shall consist of five faculty members, one from each Instructional unit and a librarian, and two student members. The Director of the Library shall be a member, *ex officio*.

The committee shall advise the Director of the Library on the operation of the library as related to the educational objectives of all units. It shall study library usage and trends in library service, administration, and operation, and shall advise the Provost on library policies and practices and make recommendations regarding the use of the library. It shall also investigate, formulate, and recommend to the Faculty Council methods of allocation of library resources.

h. Technology

The Technology Committee shall consist of five faculty members, including one from each instructional unit, and two student members. The Director of Information Technology Services shall be a member, *ex officio*.

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

i. Research and Creative Activities

The Research and Creative Activities Committee shall consist of five faculty members, including at least one representative from each instructional unit, and one student member. The Director of Research and the Director of the Project for Urban and Regional Affairs (PURA) shall be members, *ex officio*.

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

j. Scholarships, Awards and Special Events

The Scholarships, Awards and Special Events Committee shall consist of five faculty members, including at least one representative from each instructional unit, and two student members. The Director of the Office of Student Life shall be a member, *ex officio*.

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

The committee shall be responsible for soliciting, screening, selecting, and funding special events sponsored by UM-Flint and supported by income from UM-Flint endowment funds and other funds that may be available to support events that contribute significantly to the intellectual and artistic development of UM-Flint and the Flint community.

The committee, through the Provost, shall be responsible to the Chancellor for its expenditures of funds on special events. At the close of each academic year, the Provost shall report to the Chancellor on such expenditures and on the committee's assessment of the effectiveness of the special events presented. The Provost and the committee shall also project the general program for special events during the next year and present to the Chancellor a budget request for funding.

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

k. Nominating

The Nominating Committee shall consist of five faculty members, including at least one from each instructional unit.

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

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

l. Economic Status of the Faculty

The Committee on the Economics Status of the Faculty shall consist of five faculty members, including at least one from each instructional unit.

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

m. Faculty Grievance

The Faculty Grievance Committee shall consist of five tenured members including at least one member from each instructional unit.

The Committee will conduct hearings on any grievance brought by a faculty member (full- or part-time) against actions of the University or about actions of any of its administrators beyond the level of an instructional unit. Grievances may be taken up against actions of a Dean if grievance processes within the unit have been exhausted. Requests to have a grievance considered by the Faculty Grievance Committee should be directed to the chair of the committee within six months of the occurrence of the grievance (or from the time the faculty member learned of the grievable action). In the event a member of the Faculty Grievance Committee is the grievant or has a conflict of interest in the grievance, the Nominating Committee, upon the request of the Faculty Grievance Committee, will appoint a temporary replacement for the specific case only.

See the Standing Rules of the UM-Flint Faculty for grievance procedures.

n. Extended Learning and Service

The Committee on Extended Learning and Service shall consist of five faculty members, including at least one member from each instructional unit and two student members. The Directors the Office of Extended Learning and University Outreach shall be members, *ex officio*.

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

The committee shall be responsible for reviewing and maintaining the quality of programs which extend teaching and learning beyond the immediate campus. The committee shall review and approve distance learning and off-campus programs, including non-credit programs under the Office of Extended Learning. The committee shall review and approve student service programs for which students receive academic credit or transcript notation.

o. General Education Curriculum Committee

The General Education Curriculum Committee (GECC) shall consist of five selected faculty members (two from the college and one from each school), the chair (or designee) of the curriculum committee of each unit, and a student member. The Provost shall designate an *ex officio* member. Individuals representing their unit's curriculum committee shall serve for one year.

With a firm commitment to a campus-wide perspective, GECC shall work to refine and improve student learning within the university's General Education curriculum. GECC is advisory to the faculties of the college and schools. It will serve as a liaison between the schools and college curriculum committees and present pertinent program matters to the unit faculties for consideration by the faculties. GECC shall continue the implementation process by issuing requests for FYE and capstone proposals, soliciting and reviewing courses for the General Education program and recommending them to the faculties for their approval. The committee shall ensure that individual courses are aligned with the appropriate general education program learning outcomes. It will undertake a periodic review of the entire program to make sure that the program goals are met. The committee will also undertake evaluation of FYE courses. It will work in conjunction with the Academic Assessment Committee in the preparation of appropriate methods of evaluation. Finally, the committee shall facilitate dialogue and implement a communication plan to support improvement to the general education program.

## **Article 4** Amendments to this Code

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

By a vote of one-third of the members of the UM-Flint Faculty present, whether a quorum is present or not, a proposal may be submitted to a vote by mail ballot. In any case, all modifications to the Code must be approved by a two-thirds majority of the members of the UM-Flint Faculty voting.

## **Appendix**

### Section 1. The Chancellor

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

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

Under the direction of the Chancellor, the Provost will serve as the chief academic officer of the UM-Flint campus. The Provost will be expected to participate in the formulation of undergraduate and graduate academic policy and plans, working with deans and appropriate campus-wide committees and bodies in so doing. The Provost will provide leadership in the pursuit of campus-wide academic excellence. The Provost will ensure coordination of general education among the instructional units.

The Provost will supervise administration of instructional units and academic support units including the College of Arts and Sciences, School of Management, School of Health Professions and Studies, School of Education and Human Services, Graduate Programs and Research, Library, and Information Technology Services. Administrators of these units will report directly to the Provost. In addition, the Provost's Office provides general oversight for the Honors Program, the Office Extending, the International and Global Studies Program, the Thompson Center for Learning and Teaching, and the Office of Institutional Analysis.

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

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

The Provost will serve as chief administrative officer of the campus in the absence of the Chancellor.

Adopted by the Faculty Assembly on December 14, 1976  
9/12/02  
Revised May, 2003

## STANDING RULES

### 1. Full Student Load for Summer Session

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

### 2. Sales to Students

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

### 3. University Senate Assembly Representative: Selection Procedure

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

### 4. Procedures for Approval of Graduate Programs

- a. A proposal for a graduate program shall originate within an instructional unit of the University of Michigan-Flint and shall be prepared in keeping with its standard curriculum procedure. Early consultation with the Graduate Board should be carried on at this stage.
- b. The developed proposal will then be submitted to the Dean of the instructional unit who will send it together with recommendations, to the faculty of the instructional unit for action.
- c. Following approval by the faculty of an instructional unit, the proposal will then be sent to the Graduate Board for consideration. The Graduate Board will inform the Academic Affairs Advisory/Program Development Committee of any action it may take on the proposal.
- d. The proposal will be sent to the Faculty Council for comments and recommendation and then returned to the Graduate Board.
- e. The Graduate Board will then send the proposal along with the recommendations of approval to the Provost for review and budgetary consideration.
- f. The Provost will send the proposal to the Chancellor who will in turn submit the proposal to the Rackham Executive Board or to the Regents for final action.

## 5. Graduate Studies Policies

The following shall be policies concerning graduate programs and studies:

- a. UM-Flint Faculty is willing to commit itself to the development of graduate education.
- b. The administration will provide the additional resources necessary for implementing graduate programs so as not to compromise the primary commitment to undergraduate education.
- c. Inter-disciplinary programs will be developed and be given priority over other alternative proposals.
- d. Our first graduate programs should be submitted to Rackham for advice and recommendations concerning candidacy admission requirements, qualifications of the graduate faculty, and graduate program objectives.
- e. Graduate programs should speak to some clearly identifiable needs of the constituent areas and propose a viable means of which those needs can be met. (Minutes pp. 909-910, 916-917)

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

- a. Initiation of Proposal. This can be done by any individual member of the Governing Faculty or group of faculty members. Also, the Chancellor, Provost or Academic Deans of existing instructional units may put forward a proposal to establish a new instructional unit.
- b. Introduction of the Proposal to the Faculty Council.
- c. Review and Development of the Proposal. This is to be done by committees of the Faculty Council, including academic Affairs Advisory/Program Development, Budget Priorities and Chancellor's Advisory, Code and Nominating and, when appropriate, Graduate Board. Committees should perceive their charge in positive and constructive terms, i.e., fleshing out proposals, considering institutional goals and objectives. Committees should provide necessary examination and consideration of programmatic objectives and alternatives, financial implications, and similarity between proposed unit and existing instructional programs at UM-F. The potential for coordination of programs, personnel, and governance between the proposed and existing instructional units should be a prime consideration of the standing committees of the Faculty Council.
- d. Integration of Committee Findings and Report to the Faculty Council. A Steering Committee shall be appointed by the Chair of the faculty Council to integrate the findings of the University Faculty Standing Committees involved in the review and development of a proposal to create additional instructional units at UMF. The Steering Committee shall consist of the Chairs of the respective University Faculty Standing Committees involved in the review and development processes.

- e. Evaluation by the Faculty Council who shall write a recommendation to the UM-F Governing Faculty. The result of a vote by the Governing Faculty shall be presented to the Provost.

## 7. Faculty Grievance Procedure

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

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

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

## 8. Faculty Assistance to Standing Committees:

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