



**ROSALIND FRANKLIN
UNIVERSITY**
of MEDICINE AND SCIENCE

UNIVERSITY FACULTY BYLAWS

**Ratified by the University Senate 04/16/18
Approved by Board of Trustees 05/17/18**

MISSION

To serve the population through the Interprofessional education of health and biomedical professionals and the discovery of knowledge dedicated to improving the wellness of its people.

VISION

To achieve national recognition as the premier interprofessional health sciences University.

CORE VALUES

Civility • Diversity • Excellence • Innovation • Integrity • Scholarship • Teamwork

UNIVERSITY FACULTY BYLAWS

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PART 1:

Allocation of Authority

CHAPTER 1. Role of the University Faculty in Academic Governance

Article 1:1 Authorization

The University Faculty shares with the President of the University, the Provost, the Vice President for Faculty Affairs, the Vice President for Academic Affairs, and the academic Deans responsibility for the formulation of rules for the academic governance of the University under such directives and resolutions as the Board of Trustees, as communicated by the President of the University, may adopt or issue from time to time.

Article 1:2 Organization

The University Faculty, with approval of the President, Provost, the Vice President for Faculty Affairs, the Vice president for Academic Affairs, and Board of Trustees, shall determine its own organizational structure and policies and shall adopt its own Bylaws and rules of procedure for the purpose of responsibly exercising the powers and performing the duties delegated to it. The existence of the University Faculty Bylaws is not intended to make the University Faculty a separate legal entity, but rather to provide the organization and rules for that part of the University known as the University Faculty.

Article 1:3 Authority of the Faculty

Subject to the limitations as set forth in Articles 1:1 and 1:2, the University Faculty shall share with the President, Provost, Vice President for Faculty Affairs, Vice President for Academic Affairs, and the academic Deans, responsibilities of governance in the areas of:

- I. Educational policy, curricular developments, and the organization of the University into colleges, schools, departments and, when appropriate, programs, institutes or centers.
- II. Requirements and procedures for the admission of students, and scholastic requirements for their continued enrollment.
- III. Requirements for graduation.
- IV. General welfare of the faculty and of the students.
- V. Criteria for faculty appointments, promotions, and tenure.
- VI. Periodic evaluation and review of the performance of individual departments.

VII. Recommendations concerning faculty compensation and the University budget.

VIII. Such other matters as may be brought to its attention from time to time.

Article 1:4 University Bylaws Rosalind Franklin University

In the event of any conflict at any time between this document, the “University Faculty Bylaws” and the “University Bylaws,” the latter document shall govern.

CHAPTER 2. Allocation of Authority to the Faculties of Schools

Article 2:1 Faculty Appointments, Promotions, and Recommendations

Each department, school, or college shall make the initial recommendations for new appointments to its faculty, for the promotions of its faculty, and for the recommendations regarding the granting of tenure subject to the rules and limitations as set forth in Chapters 5 and 7. In the exercise of this responsibility, each department, school, college shall establish its own specific merit criteria for the appointment and academic advancement of its faculty not in conflict with the general policies stated in Chapter 7.

Article 2:2 Governance

The Faculty of each school or college with the approval of its Dean, the Vice president for Faculty Affairs, the Vice president for Academic Affairs, Provost, President, and Board of Trustees shall:

- I. Form its own organization and adopt such bylaws and rules as appropriate to its function.
- II. Establish standing committees, councils, etc., and arrange for meetings of its Faculty.
- III. Delegate to its departments such powers, duties and responsibilities as necessary for their function.

In the event of any conflict between the Faculty Bylaws of any School or College and the “University Faculty Bylaws,” the latter shall govern.

PART 2:

University Standing Committees

Chapter 3. The Standing University Committees

Article 3.1: Description of the University Standing Committees

University committees provide counsel to the President, Provost, and Vice Presidents of the University in the areas of special projects and in those areas that involve continuing institutional responsibility. University standing committees shall be appointed by and report to the University officer noted in the description of each committee. Committee composition should balance the need for equitable distribution across Senate voting units against the need for specific expertise. Committees are appointed annually coincident with each academic year.

The Standing Committees of the University include those listed below. Full descriptions of each committee are listed on the University web pages of the Officers to whom each committee reports (as noted).

Article 3.2: List of the University Standing Committees

Library Advisory Committee: (Vice president for Academic Affairs)

University Space Allocation Committee: (Vice president for Faculty Affairs)

University Research Committee: (EVP for Research)

Institutional Animal Care and Use Committee: (EVP for Research)

Institutional Review Board for Protection of Human Subjects: (EVP for Research)

Institutional Biosafety Committee: (EVP for Research)

Radiation Safety Committee: (EVP for Research)

Information Technology Advisory Committee: (Chief Information Officer)

Research Support Laboratories Oversight Committee: (EVP for Research)

Committee on Assessment of Student Learning: (Vice president for Academic Affairs)

Conflict of Interest Committee: (EVP for Research)

Environmental Sustainability Committee: (EVP Finance and Administration)

Interprofessional Academic Committee: (Vice president for Academic Affairs)

Note: Membership shall be updated annually.

PART 3:

The University Faculty

CHAPTER 4. Organization of the University Faculty

Article 4:1 Membership and Titles

Section 4:1-01 Membership and Titles

The University Faculty shall comprise the instructional and administrative staff members holding one of the following academic appointments:

- A. Professor
- B. Associate Professor
- C. Assistant Professor
- D. Instructor
- E. Lecturer

including those appointments to the above ranks that carry the prefix "Research", "Clinical", "Adjunct", and/or "Visiting".

Section 4:1-02 Voting Membership

In all elections concerning matters of University-wide concern, the right to vote shall be held by only those members of the various faculties with the non-prefixed rank appointments of Professor, Associate Professor, Assistant Professor, or Instructor.

Section 4:1-03 Academic Titles with Faculty Status

All appointments to the University Faculty shall bear indication of the school/college and departmental affiliation. An appointment to the faculty may be to one of the full academic ranks (*see I within this Section*), to one of the prefixed ranks (*see III within this Section*), or to the rank of Lecturer (*see V within this Section*).

Eligibility requirements for appointment to each of these ranks are given in the sections that follow:

I. The Full Academic Ranks

The titles, in descending order of rank, shall be Professor, Associate Professor, Assistant Professor, and Instructor. Appointment to these ranks shall be given only to:

Tenure Track Faculty

- A. Full-time members of the University Faculty defined as those who receive a fixed annual salary from the University for full-time effort and who regularly perform all academic and professional activities under the direct auspices of the University.
- B. Members of the University Faculty stationed or assigned to affiliated hospitals (institutions) and who receive a salary from the University, whether directly or through the affiliated institution shall be considered full-time.

Faculty in the Tenure track include continuing, full-time faculty of the University who are engaged in broad scholarly activities, including research, teaching, and service. Ranks included in the Tenure track include Instructor, Assistant Professor, Associate Professor and Professor of their respective disciplines, although tenure may be granted only to those who have achieved the rank of Associate Professor or Professor.

Tenure track faculty shall be considered to be “full-ranked” faculty and shall have the rights and responsibilities of a faculty member, including eligibility to serve in the Senate and on other faculty committees.

Clinical Educator Track Faculty

Full-time or core part-time, non-tenured, clinical faculty who are primarily engaged in patient care and teaching. (“Core” part-time Faculty refers to part-time faculty whose direct and indirect contributions to the University constitute at least half of their professional effort.) Faculty appointed to the Clinical Educator Track have all the rights, privileges and responsibilities of a Tenure Track faculty member except tenure eligibility. These include eligibility to serve in the Senate and other faculty committees.

Faculty in this track are paid either directly by the University or paid indirectly by the University through its affiliated clinical entities. Ranks included in the Clinical Educator track include Instructor, Assistant Professor, Associate Professor, and Professor of their respective disciplines.

II. Administration

Full-time members of the University Administration who are affiliated with an academic department will have faculty status, academic rank and eligibility for tenure through the academic department of their affiliation. Administrative titles include the following:

- A. President of the University

- B. Provost
- C. Vice President
- D. Dean
- E. Vice Dean
- F. Associate Dean
- G. Assistant Dean

III. Part-Time or Volunteer Faculty (The Prefixed Academic Ranks)

The titles for these ranks shall be as in Section 4:1-03, I, but shall be qualified by one of the following prefixes:

A. Adjunct

This prefix shall be used for non-clinical members of the faculty whose academic services to the University are either voluntary, that is, without financial compensation, or part-time with financial compensation.

B. Clinical

This prefix shall be used for members of the faculty whose academic services to the University are either voluntary, that is, without financial compensation, or part-time with financial compensation and who are registered, nationally certified, licensed or eligible for licensure in the State of Illinois in medicine or the related health professions.

C. Visiting

This prefix shall be used in the three professorial ranks for persons whose appointment will be for full-time residence not to exceed one year. Specifically, the titles of Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor shall be reserved for visiting faculty from other academic institutions and the appointive rank shall be equivalent to that held at the faculty member's home institution.

D. Research

This prefix shall be used in the three professorial ranks (Research Assistant Professor, Research Associate Professor, or Research Professor) for persons carrying out research and whose salary is funded by a specific grant or specified research funds for a specific time period. Faculty in this track are not tenure eligible,

are not eligible for Senate membership, and serve on renewable one year appointments.

IV. Honorary Titles

Honorary titles are Professor Emeritus and Distinguished Professor.

A. Professor Emeritus

Definition:

The title of Emeritus Professor is granted for life-time achievement at the University and is given without expiration and without expectation of continued teaching, research, or service for the University. This is a title of privilege conferred upon selected individuals who are nominated by their department chair at the time of retirement from the University.

To be eligible for consideration for Emeritus status, a faculty member must be retiring from the University, and have been a full ranked faculty member at the rank of Professor or Associate Professor for a minimum of five years immediately prior to retirement. A nominee must have made major professional contributions while on the faculty of the University, with sufficiently established research, service and teaching to have achieved eminence so that the title Emeritus will be an honor to the individual and to the University.

Process

The department chair, in consultation with the department faculty, shall nominate the faculty member for the proposed emeritus status at the time of processing the retirement documents. The nominating letter should describe the role of the Emeritus Professor for the department's mission, the candidate's qualifications for this honorary status and be addressed to the dean of the appropriate school or college within the University. A curriculum vita must be attached to the request. The appointment to Emeritus will be made upon approval by the Dean and the Provost, President, and Board of Trustees.

Responsibilities:

An Emeritus Professor is expected to embrace the mission, vision, and core values of the University. The Emeritus title may be revoked for just cause. Incompetence, moral turpitude, commission of a felony, academic misconduct including scientific misconduct shall constitute just cause for revoking the emeritus status.

Privileges for Emeritus faculty:

Retain a University ID badge allowing access to the University
Have their names listed in the University directory
Use of the Library facilities
University e-mail account
Departmental office space where possible and requested
Exemption from parking fees
Receive all appropriate University mailings and notifications
Participation in academic functions

B. Distinguished Professor

This title is bestowed upon a limited number of unusually qualified full-ranked professors whose academic accomplishments have gained national or international recognition and who have brought special honor to the University. This honorific is conferred upon faculty members with active status.

V. Lecturer

The academic rank of Lecturer is for a faculty member who participates in a part-time teaching position, normally but not necessarily without compensation (*i.e. voluntary faculty*), and who has an appropriate professional degree, training, and experience for the relevant curricular objectives. Each individual school/college of the University may, through its written faculty bylaws, provide further roles, rights, and responsibilities of Lecturers, as it relates to matters under the cognizance of that individual school/college.

CHAPTER 5. Appointment, Promotion and Tenure of the Faculty

Article 5:1 Provisions

All appointments of Tenure track faculty (Section 4:1-03) shall specify in writing the conditions and responsibilities of the appointment as well as their salary sources. All promotions shall become effective following approval by the Board of Trustees. New appointments shall become effective upon approval of the Board of Trustees.

Section 5:1-01 Criteria for Appointments, Promotions and Tenure

As a university of health sciences, the Rosalind Franklin University of Medicine and Science is committed through the teaching and training of its students and through the research efforts of its faculty to the advancement of knowledge in the fields of health care and the understanding, prevention, and cure of disease. In order to meet this commitment, the goal of the University is to recruit, retain and reward faculty members on the basis of superior teaching and research. Among the criteria by which every

candidate for an initial faculty appointment, a promotion or tenure shall be judged by faculty appointive bodies are their ability as a teacher, quality of their research or other scholarly activity, and their service contributions to the intellectual community in the capacity as a faculty member. The candidate is expected to demonstrate strength in at least two of these areas for promotion or tenure with contributions in the third arena. Promotion to the rank of full professor is justified only in those instances where documentation is presented that indicates a consistently high level of scholarly activity that is recognized nationally and/or internationally. It is the college specific appointment promotion and tenure committee's responsibility to judge each candidate with flexibility in consideration of contributions in these areas, contingent on the candidate's responsibilities, which may represent heavier commitments in one of these areas over another. The achievement of and commitment to excellence in the candidate's areas of responsibility are absolute qualifications for appointment, promotion and/or tenure.

The procedures to be followed for appointments may be supplemented by the Bylaws of a School or College within the University. As part of this process, there shall be a discussion each year between the Chair of the department or the administrative designate and each faculty member as to progress towards promotion and/or tenure as defined in the original appointment letter to the faculty member.

To assist committees in their deliberations, the guidelines as set below are to be considered. In its deliberations regarding these points, committees shall solicit and consider various sources of evaluation of the candidate's worthiness, which shall include, but not be limited to: the department chair's comments, solicitation of student opinion (past and present), peer evaluation, contributions to academic governance, University service and examination of published works, etc.

It is expected that members of the University clinical faculty whose principal responsibility to the University is patient care will be appointed in the Clinical Educator Track. However, clinical faculty may be considered for tenure track appointments if they are making a major contribution to the University in research and/or education.

Faculty should be periodically evaluated according to the guidelines of the school or college. Refer to the office of the Vice President for Faculty Affairs for more information.

Section 5:1-02 Terms of Appointment

It is the policy of the University that no person shall hold a full-ranked academic appointment of Instructor, Assistant Professor, Associate Professor, or Professor while simultaneously holding a full-time faculty position at another institution except by permission of the Dean of the school, and with written concurrence from both institutions. Those faculty members holding a primary appointment at another institution are not eligible for tenure or annual compensation from the University. Any benefits provided to such faculty must be agreed by the Dean of the school, the Vice

President for Faculty Affairs, and the University Provost. Furthermore, although an appointment will designate a specific departmental affiliation in a school, it should be recognized that all appointments are to the University and that University policy shall govern the conditions and terms of all appointments including the eligibility standards for tenure and the granting of tenure. This also serves to emphasize that members of the University Faculty have the responsibility and obligation to take part in University assignments and in University governance as well as to fulfill those duties and scholarly activities expected of them as faculty members.

Once appointed, the faculty member's position may be renewed for periods of one to three years, unless non-reappoint is forthcoming, as defined in Section 5:2-01, with the exceptions of prefixed academic ranked faculty and lecturers as described in II and III (below). Appointment renewals shall be in whole years only and governed by the limits described in this section. Once a faculty member is granted tenure, further letters of reappointment are not necessary.

Faculty salaries shall be established on the basis of the University's fiscal year and will be paid in equal installments throughout each appointment year. When a portion of a faculty member's salary is paid by an affiliated institution and that faculty member is discharged or resigns from that affiliated institution before the expiration of that faculty member's then current University appointment year, the University shall be responsible for that portion of the salary previously committed to by the University in writing for, or previously paid by the University during (whichever is higher) the appointment year in which the discharge or resignation described above takes place.

I. Full Academic Ranked Faculty

A. Instructors

The rank of Instructor shall not carry tenure. The term of initial appointment shall be for one year and may be renewed on an annual basis.

B. Assistant Professor

The rank of Assistant Professor shall not carry tenure. The initial term of appointment shall be for a defined term not to exceed three years and eleven months and shall end on June 30 of the final year. The appointment may be renewed for additional terms of one to three years per reappointment period. If an Assistant Professor has not been promoted to the rank of Associate Professor by the end of five full years of full-time service at the Assistant Professor level at the University, the faculty member shall be notified by the Chair whether subsequently:

- 1) the appointment will not be renewed; or
- 2) the faculty member will be promoted to Associate Professor; or
- 3) the faculty member will be reappointed Assistant Professor for one to three years.

C. Associate Professor and Professor

Appointment or promotion to these ranks may or may not be tenured. If not tenured, the initial appointment shall be for a term of one to three years and shall end on June 30 of the final year. The appointment may be renewed for additional terms of one to three years per reappointment period. An appointment without tenure shall not prevent future consideration for tenure.

II. Prefixed Academic Ranked Faculty

Appointment to academic ranks prefixed with "Clinical", "Adjunct", or "Research" shall be for one-year terms and may be renewed on a yearly basis. Renewal of such appointments is not automatic and must occur at least 4 months in advance of its termination. These appointments shall not carry tenure. Appointments of Research Track faculty are dependent upon defined funding and may be terminated at any time that funding for the position is unavailable.

III. Lecturer

The appointment period shall be up to one year in length and may be renewed. It shall not carry tenure.

Second and Joint Appointments

Members of the University Faculty shall have their primary appointment in only one academic department of instruction within the University. A member of the faculty may have a second appointment in a department of the same or another school, provided that it will serve to enhance the educational or research programs. Wherever possible, the academic rank of the faculty member in the department of second affiliation should be the same as that held in the department of primary affiliation. Furthermore, the salary of faculty members having such second appointments shall reside solely in the budget of the department of primary appointment. Guest lectures, limited committee or planning work, or advisory research assistance on a small scale should be considered part of the primary position description of the faculty member and do not warrant either a second appointment or extra payment. Such efforts should be credited as part of the faculty member's primary position for evaluation and merit purposes. Promotion in rank in the primary department will automatically generate a parallel change in rank in the second. Renewals (or non renewals) of faculty appointments will come from the primary department. Discontinuation of a primary position will result in an automatic review of the secondary position by the school granting the secondary position. The chair of the department issuing the secondary appointment will evaluate the faculty member to determine if the service the faculty renders to his or her department warrants a primary faculty appointment.

Joint appointments may also be given across departments or schools and are distinguished from second appointments by the magnitude of effort shared in the two departments. Such joint appointments should be defined by the percent workload and salary to be expected from each unit involved in the joint appointments (e.g. 50% time and salary from “department A” and 50% time from “department B”). Appointments, renewals, evaluations, incentives, and salaries in the two units are independent from one another and must be renewed separately by each entity. Salary changes and merit adjustments apply only to that portion of the salary being evaluated. A primary department should be designated in order to categorize each faculty member for purposes of Senate membership, e-mail lists and other identifiers. Rank and title should be the same in both units. Salary sources will be specified in the annual appointment letter.

Administrative Appointments

If a tenured member of the University faculty is subsequently appointed to an administrative position, tenure shall not be revoked but shall apply only to the position as a member of the faculty. If that tenured faculty member then subsequently resigns or is otherwise terminated from the administrative position solely, then the faculty member’s salary shall be as previously agreed to in a separate written contract that addresses that contingency. In the absence of such a contractual provision, the guaranteed salary shall be the greater of the following: (1) the median salary for the rank held in the academic department of their primary appointment or (2) the salary the faculty member would have had if the individual continued in that departmental position (without that administrative position and without any extra monies associated with the administrative position) and received the annual average salary increases.

If an individual is hired into an administrative position and simultaneously or subsequently acquires a faculty appointment, with or without tenure, and then if that individual subsequently resigns or is otherwise terminated from the administrative position solely, then the individual’s employment and salary shall be as previously agreed to in a separate written contract that addresses that contingency. In the absence of such a contractual provision, there will be no guaranteed employment or salary.

Process for Appointments and Reappointments

A proposal of an appointment to a full-ranked academic faculty position will be tendered by a letter issued by the department Chair in consultation with the Dean of that school. The letter of offer will elaborate the respective initial departmental duties for teaching, research and other scholarly activity, and clinical or University service; describe the space assignment, specify the salary, the length of appointment (see specific academic ranks) and any other special arrangements and will state whether the appointment is on a tenure or non-tenure track. Upon acceptance by the faculty candidate, the candidate’s credentials will be assessed by the procedure described in the following paragraph.

Every recommendation for appointment or promotion to a full or “Clinical” or “Adjunct”

prefixed academic rank shall first be submitted by the department Chair to the Dean of the school. With approval by the Dean, each such recommendation will then be considered by an appropriate faculty committee, which shall be provided for in each school or college's bylaws. Upon conclusion of the appropriate committee's deliberations, the recommendations shall be transmitted through the Dean of the school to the Vice President for Faculty Affairs, and finally, in writing, to the Provost of the University. Upon approval by the Provost, and President of the University and the Board of Trustees, an appointment or promotion shall be made by letter, signed by the Provost, setting forth the terms and conditions. In the case of a new appointment, these terms and conditions are those in the original offer to the prospective faculty member, unless stated otherwise.

Appointments to the title of Lecturer, Instructor, or a professorial rank with a prefix ("Visiting" or "Research" or "Clinical" or "Adjunct") and second appointments require the approval of the respective chair(s) and dean(s) prior to transmittal to the Vice President for Faculty Affairs.

In the case of a renewed or continuing appointment, terms and conditions of the appointment shall be given in writing to the faculty member prior to the first of July of each academic year by the Dean of the school or college.

Promotion and Tenure

All promotions and tenure awards shall become effective upon approval of the Board of Trustees. Final notification of the action will be by letter to the faculty member signed by the Provost of the University, or the Vice President for Faculty Affairs, where relevant.

Promotions and tenure awards are based primarily upon evaluation of performance in three areas: (1) teaching, (2) research/scholarship, and (3) professional service. Interprofessional contributions are recognized in all three areas.

I. Teaching

For appointment and promotion there must be clear documentation of the candidate's ability, interest, and enthusiasm as a teacher. Evidence of excellence in scholarly educational endeavors must be present in the form of recognized peer reviewed work such as publications and presentations

Documentation should be provided that indicates the candidate's teaching load in terms of number of hours presented and number of students in relationship to departmental standards. Roles in teaching innovation, course design and organization, development of teaching materials, and other similar scholarly activities should be described. Authorship of a text or articles in educational journals is an important item of support. Student evaluations and additional evaluations by faculty who have directly observed the candidate's performance should be included. With a promotion to the rank of full Professor, a candidate with

a primary effort in teaching must be recognized at the national level. This could include service on site visit teams for teaching programs, appointment to educational committees of national organizations, invitation as a participant in education symposia, membership on editorial boards of educational journals, and other activities that clearly require superior performance in education. Contributions to curriculum, educational theory and innovative methods may be considered.

II. Research/Scholarship

There must be evidence that the candidate is continuously and effectively engaged in scholarly activity of high quality. Account shall be taken of the type and quality of creative activity normally expected in the candidate's field. Documented evidence must be provided of genuine scholarship, productivity, and creativity in such form as published research or recognized creative production. Other viable factors for consideration are awards received, acquisition of research funds through competitive grant mechanisms, invited participation in symposia, the commission of reviews, referee activities, and all such other sources deemed relevant. Appraisals of publication or other works in the scholarly and critical literature provide important testimony. When published work is in joint authorship (or another product of joint effort is considered), it is the responsibility of the departmental chair to establish as clearly as possible the role of the candidate in the joint effort. Publication of research and other creative accomplishments must be evaluated, not merely enumerated. If the record of the candidate includes journal articles, monographs, and/or specialty texts and chapters, it is the responsibility of the chair to communicate clear information concerning the publication and review standards of the journal and its standing in the discipline. Work in progress should be assessed whenever possible other institutions.

If the record of the candidate includes presentations, invited and/or subject to peer evaluation, it is the responsibility of the chair to communicate clear information concerning the standards involved. In certain disciplines in which competitive grant and contract support is available, a record of continuous support would be an indication of recognized research ability and productivity.

In cases involving a tenure review by the University Credentials and Tenure Committee, the submitted documentation must include the following:

1. A maximum of 5 reprints of salient published research reports;
2. A one-page summary of the candidate's research program;
3. The ranking and/or impact of the journals in which the candidate has published, and, where appropriate, the statement about the citation index of recent work; and
4. Three letters from advisors, colleagues or current collaborators, with at least two having no affiliation with the University.

5. If the candidate is seeking tenure with a stress on research, three letters of support from recognized research scientists in the field and having no affiliation with the University must also be included. These reviewers should be tenured or the equivalent, and at the associate professor rank or higher, but should not have been doctoral or postdoctoral advisors to the candidate, or collaborators in the previous five years. The letters should comment on the appropriateness of the candidate's curriculum vitae and the quality of the candidate's research efforts. In addition, the department must solicit evaluations from acknowledged scholars at other institutions.

III. Professional Service

The Faculty has a vital role in the governance of the University and in the formulation of its policies. Effective service in this regard is expected of all faculty members. Recognition should be given to scholars who participate effectively and productively in faculty governance and in the formulations of departmental and University policies. Similarly, contributions to student welfare through service on student-faculty committees, as an advisor to student organizations, or as a contributor to the promotion of cultural pluralism of the University should be considered. Recognition should be given to contributions furthering the cultural and intellectual atmosphere of the University.

Providing clinical care is considered a service function at the University. An environment of clinical excellence, as perceived by patients, students, house staff, faculty, and the public, is necessary for training future healthcare professionals. Skillful clinical work, reflecting knowledge, judgment, respect, compassion, and altruism of the faculty in their relationships with patients and colleagues should be considered in promotion decisions. Candidates may also demonstrate their service contributions through effective participation at the community, state, national professional level, and/or governmental level through service on accreditation teams, development of professional policies and standards, on extramural grant review boards, as an officer of professional organizations, or as a professional consultant for the public good.

The candidate's professional service activities should be scrutinized rigorously for evidence of achievement and leadership in the field and in the development or utilization of new approaches and techniques for the solution of professional problems. Evidence must be provided of the quality of the service rendered, including evaluations by persons or agencies served.

Section 5:1-03 Granting Tenure

Tenure may be given to full-time members of the University Faculty (as defined in Section 4:1-03, I) who are integral to the mission of the institution. The decision to award tenure shall be determined following rigorous review of the applicants' credentials by all the appropriate academic committees and administrative offices, and

with the concurrence of the Board of Trustees. Academic tenure, once acquired, shall be terminated only for those reasons specified in Section 5:2-02, and must follow the procedures and constraints detailed there. Academic review for awarding tenure is initiated: 1) by the Chair of the department through the Dean of the school, or 2) by the Dean upon petition by eligible full-ranked faculty following seven full years of continuous appointment at the University (see Section 7:2-02). At the request of the Dean such recommendations must then be considered for merit by the appropriate faculty peer-review committee, which shall be provided for in each school's Bylaws.

The school's review committee will forward its recommendation to its Dean. The Dean may forward a positive recommendation by the review committee to the University Credentials and Tenure Committee for merit review unless additional factors other than those considered by the review committee are deemed significant. In the case of disapproval at any level of review, the Dean must submit a letter to the faculty member and the appropriate Chair as to the reason(s) for the disapproval. Upon conclusion of the University Credentials and Tenure Committee deliberations, its recommendation shall be transmitted in writing to the Vice President for Faculty Affairs with a copy to the appropriate Dean, and finally to the Provost of the University. Upon approval by the President and the Board of Trustees, the awarding of tenure shall be made by a letter signed by the Provost of the University. If disapproved, a letter shall be sent by the Provost to both the faculty member and the appropriate Chair and Dean as to the reason(s) for the disapproval. If a faculty member wishes to appeal a negative decision, the appeal should be made to the Faculty Affairs Committee of the Senate. It should be noted that the initiation of the tenure review process is not a guarantee that the tenure review will be completed. If circumstances that are inconsistent with the review for tenure arise at any time during the process, the review may be terminated and the candidate will be informed in writing by the Provost of the University of the reason for the decision.

Tenure track faculty who have achieved the rank of Associate Professor or Professor, and have not been previously tenured, are eligible to be considered for tenure by the appropriate academic committee in their respective schools following a period of seven years of continuous appointment to the University. The Dean of the school or college, upon petition of the eligible faculty member, shall initiate this review. The faculty member may decline this opportunity for tenure review; however, the option for a subsequent tenure review may be considered after this seven-year period on a yearly basis. A negative decision does not limit future consideration for tenure, up to a 9-year time limit following continuous appointment at the University. Extension beyond this 9-year time limit may be allowed for extenuating circumstances, following petition made by the faculty member to the Dean and the Vice President for Faculty and Academic Affairs. A faculty member not receiving tenure by the 9th year may continue to be reappointed as described in Section 5:1-03 of the University Faculty Bylaws (see figure 1 below).

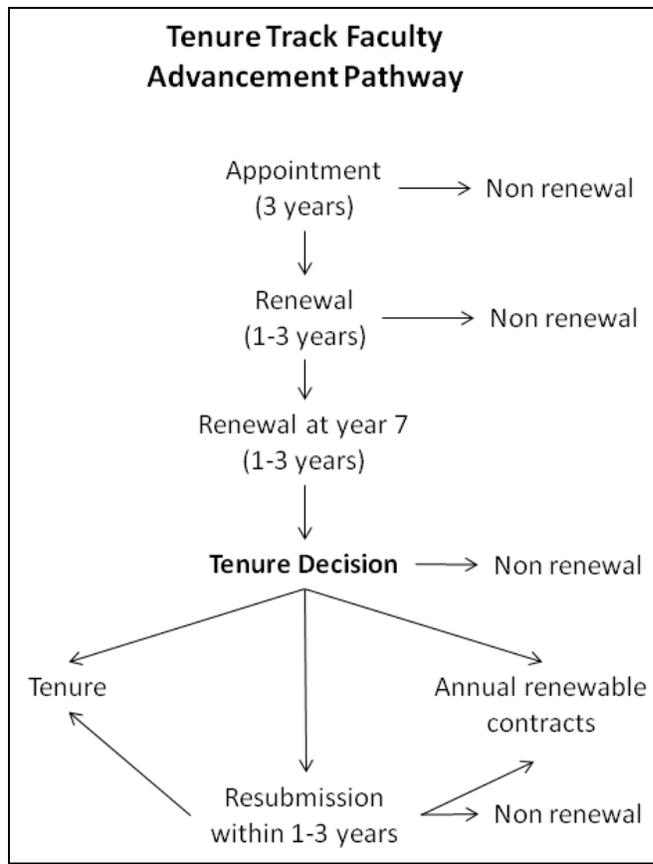


Figure 1: The advancement pathway for Tenure Track faculty. An initial appointment may be given for one to (typically) three years. Near the end of the second year the chair will decide whether to terminate the appointment after three years or to reappoint the faculty member for another term of one to three years. Prior to the sixth year, the chair will decide whether to extend the appointment for a third time. During the seventh or eighth year the chair will typically decide to recommend the faculty member for tenure consideration. If tenure is approved the faculty member needs no further reappointment. If tenure is not approved the chair may make one of three decisions. The chair may decide to terminate the faculty member at the end of that appointment period. The chair may decide that the faculty member, even though failing to attain tenure, is still of value to the mission of the department and may continue their employment with one year renewable contracts. The third option is for the chair to resubmit a revised tenure application on behalf of the faculty member. Resubmission of the dossier must occur within 1-3 years of the initial tenure denial. Timing of Tenure consideration could be delayed by a clock stopping provision for maternity, paternity, or other career interruption.

Article 5:2 Non-Reappointment

Section 5:2-01 Non-Reappointment of Non-Tenured Faculty

As it pertains to faculty appointments for individuals who are *not* employed by the University (e.g. volunteer faculty), the faculty appointment will terminate automatically upon the expiration of the term of appointment without need for advance notice or further action. A decision of non-reappointment may be based on any lawful reason or no reason at all.

The remainder of this section pertains to faculty appointments for individuals who are employed by the University.

A decision of non-reappointment may be based on consideration of (a) professional competence and/or (b) institutional policy or program development.

When a recommendation not to renew an appointment has been reached, the faculty member involved shall be informed of that recommendation in writing by the Chair of the department in which the faculty member's primary appointment resides.

The Dean of the school shall be responsible for making the final decision to not renew the appointment of a faculty member in that school. A decision to not renew shall be sent to the faculty member in writing by the Dean.

The faculty member may request that the Faculty Affairs Committee review a non-renewal decision. If such a request is made, it is the responsibility of the faculty member to state the grounds upon which the challenge is based and the burden of proof rests upon the faculty member. If the Faculty Affairs Committee concludes that adequate consideration was not given, it will request reconsideration of the decision by the Dean, indicating the aspects in which it believes the judgment may have been inadequate. It will provide copies of its findings to the faculty member, the Chair, the Dean of the school, and the Vice President for Faculty Affairs.

Faculty members will be advised by the Chair in writing at the time of initial appointment and, for non-tenured faculty, every year thereafter, of the substantive standards and procedures employed in decisions affecting appointment renewal and the awarding of tenure.

Written notice that an appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment as follows:

For faculty in the Clinical Educator Track and those in the Tenure Track who have not yet achieved tenure, notice should be given according to their duration of service with the University as follows:

- For a faculty member in their first year of service, notice must be given at least four months in advance of the expiration of the appointment.
- For a faculty member in with 12-19 months of service, notice must be given at least six months in advance of the expiration of the appointment.
- For a faculty member with 20 or more months of service, a twelve-month notice of non-renewal must be given. If notice of non-renewal is given at least twelve months prior to the expiration of the appointment, the appointment will end on its defined expiration date. Alternatively, notice of non-renewal may be given

any time during the final year of the appointment with the actual date of separation occurring no earlier than twelve months after notification of non-renewal.

Section 5:2-02 Terminations

As it pertains to faculty appointments for individuals who are *not* employed by the University, the University may terminate a faculty appointment prematurely upon the determination by the Dean of the relevant school (with the recommendation of the relevant department chair), in his/her sole discretion, that such termination (including its premature timing) would be in the best interests of the University. No formal notice of hearing procedures is required.

The remainder of this section pertains to faculty appointments for individuals who are employed by the University.

The only circumstances under which the University may terminate an employed faculty member prematurely, whether tenured or not, are where there is a determination, consistent with process described in this Section, of just cause, financial exigency, or elimination of a program. As part of the termination, a tenured faculty member shall forfeit tenure.

I. Just Cause: Terminations for just cause may occur upon the determination that the faculty member has exhibited behavior such as major violations of the University's Code of Conduct, willful material concealment or misrepresentation during the application for employment process, gross incompetence in the performance of duties, substantial neglect of duty, flagrant unprofessional or abusive conduct towards a member of the University community or within the University environment, willful violation of policy resulting in a significant loss of resources or risk of harm to a person, commission of a crime against the University or against any member of the University community, or commission of a felony.

Procedures:

The Dean of the school or college shall review the information available and, if deemed warranted, to make a recommendation to the Vice President for Faculty Affairs to initiate the process for termination for just cause. The Vice President for Faculty Affairs shall review the recommendation and information available and will either, as deemed appropriate, prepare formal charges or return the matter to the dean for further information gathering.

At any time during this process, the Vice President for Faculty Affairs may relieve the

faculty member of any or all University duties pending final decision. Salary, benefits and faculty privileges will continue during this period of relieved duties. Such relief from duty shall not be considered a sanction.

Upon drafting formal charges, the Vice President for Faculty Affairs shall provide a copy to the faculty member and a copy to the Chair of the Faculty Affairs Committee.

The Chair of the Faculty Affairs Committee shall provide written notice to the faculty member that includes:

- A copy of the formal charges,
- A statement that the faculty member will be given a reasonable opportunity to examine the information that forms the basis for those formal charges and a reasonable opportunity to respond,
- A copy of the information that forms the basis for those formal charges or the circumstances under which the faculty has access to that information,
- The time, date, and location of the hearing during which the faculty may respond in person and provide additional information, including information through witness testimony (it would be the responsibility of the faculty member to arrange the presence of the desired witness),
- The date and time before which the faculty member may respond in writing and provide additional written information,
- A statement that the Faculty Affairs Committee will consider the information available, including that provided by the faculty member, and provide a determination whether it finds just cause for termination and, if so, a determination whether to recommend termination of the faculty appointment.

The hearing shall be conducted in a fair and reasonable manner by using methods deemed reasonably efficient in time and resources and that are reasonably likely to result in reliable information within this academic and employment environment. The hearing shall not be bound by the formal rules of evidence or other legal procedural requirements commonly utilized in court proceedings. The faculty member may be accompanied by a person whose role consists of advising, counseling, or supporting the faculty member; however, that person's role shall not extend to acting as a personal representative (addressing or questioning witnesses).

The Faculty Affairs Committee will make two determinations by means of a majority vote: (1) whether it finds just cause for termination and, if so, (2) whether to recommend termination of the faculty appointment. The Chair of the Faculty Affairs Committee shall create a report that contains a summary or description of the information considered and the findings and recommendations made. That report shall be delivered to the Vice President for Faculty Affairs with a copy to the faculty member.

The Vice President for Faculty Affairs shall review the written report, make a written comment whether he/she concurs with the findings and recommendations contained

in the report, and forward the report along with those comments to the Provost, with a copy to the faculty member.

The Provost shall review the written report along with the comments of the Vice President for Faculty Affairs and make a determination whether to terminate the faculty appointment. The Provost shall notify the faculty member of the determination in writing and include a summary of appeal rights. Delivery of this notification shall be made by delivery in person, if present and available. Otherwise, delivery of this notification shall be made by email to the University-assigned email account and by U.S. Mail to the last known address. A determination by the Provost to terminate the faculty appointment is final (subject to rights of appeal) and shall become effective immediately. The University President may appoint a designee if there is a conflict of interest involving the Provost and the faculty member.

The faculty member may appeal the determination of the Provost by submitting, in writing, an appeal to the President, within 21 calendar days of the date of the written notice from the Provost, containing the grounds for appeal and supporting information. The only grounds for appeal are:

- The process of review and determinations was unfair (in such a case, if the appeal is granted, the President will make the determination based on the information available), or
- The Provost had a conflict of interest such that the Provost should have been recused (in such a case, if the appeal is granted, the President will make the determination based on the information available).

II. Financial Exigency: Financial exigency in the University is defined as an anticipated University-wide budgetary deficit so great that either a reduction of faculty salaries or faculty positions must be contemplated. The state of financial exigency may be announced at any time by the President to the Senate.

Procedures:

A state of financial exigency shall be determined by the Board of Trustees. In adopting regulations on financial exigency, the administration will need to decide how to share and allocate the judgments and decisions that are necessary in such a crisis. As a first step, the Senate Council will participate in a discussion with the President's Cabinet of all feasible alternatives to termination of tenured appointments.

Before the administration issues notice to a faculty member of its intention to terminate a tenured appointment because of financial exigency, the institution will make every effort to place the faculty member concerned in another suitable position. When a tenured appointment is terminated because of financial exigency, the position of the released faculty member shall not be filled by an appointee for a period of two years unless the released faculty member has been offered reappointment, and after a time of 60 days for consideration, has declined the offer.

III. Elimination of Program: Under certain circumstances, elimination of an institutional program or academic organizational unit may lead to termination of faculty members.

Procedures:

Elimination of an institutional program or academic organizational unit requires full consideration by the administration (President, Provost, Vice President for Faculty Affairs, Vice president for Academic Affairs, and Dean of the respective school or college), in consultation with the Senate Council. The deliberations shall be guided by the criteria and procedures established for consideration of proposals for new programs, substantive program changes, or program elimination. The administrators shall report their findings to the University Senate. A minimum of 30 days for faculty discussion shall be afforded before the Provost makes a recommendation to the President and Chair of the Board of Trustees. The program or unit to be eliminated shall be afforded an opportunity to appeal such recommendation to the President before the matter is presented to the Board of Trustees.

Regarding faculty with tenure:

Before a decision to terminate tenure is made, a reasonable effort must be made to relocate a faculty member whose position is to be terminated in another unit of the University in which it is mutually agreed that the faculty member can make a substantive contribution. Termination of tenure under such circumstances requires a full consideration by the Faculty Affairs Committee of the University Senate, which shall seek assurance that a genuine effort has been made to relocate the faculty member, and that proper standards and notices will be observed. The Faculty Affairs Committee shall report its findings to the University Senate and to the Vice President for Faculty Affairs. The Vice President for Faculty Affairs will convey these findings to the Provost. An opportunity for faculty discussion shall be afforded before the Provost makes a recommendation to the President and Chair of the Board of Trustees. In addition, the faculty member whose position is to be terminated shall be afforded an opportunity to appeal such recommendations to the President before the matter is presented to the Board of Trustees.

If no position is available within the institution, the faculty member's appointment then may be terminated, but only with provision for severance salary equitably adjusted to the faculty member's length of past and potential service.

The salary for a tenured faculty member, who is dismissed for reasons not involving moral fitness or financial exigency, will continue to be paid by the University for the remainder of the academic year.

Article 5:3 Imposition of Sanctions

If the Dean of a school or college determines that the conduct of a tenured or non-tenured faculty member whose primary appointment resides in that school, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a sanction by the Dean, the Dean shall inform the Vice President for Faculty Affairs and the faculty member of the basis of the action of this conclusion.

Article 5:4 Imposition of Reprimands

If the Dean of a school or college determines that the conduct of a tenured or non-tenured faculty member whose primary appointment resides in that school requires a reprimand to be placed on record, the Dean shall notify the Vice President for Faculty Affairs and the faculty member of the basis of the action.

If the faculty member feels that the sanction or reprimand being imposed was unwarranted, excessive for the violation, or that appropriate procedures were not followed, the faculty member will be provided with an opportunity to appeal to the Provost that the proposed sanction or reprimand should not be imposed. The Provost will make a final decision.

If the charges prove to be unfounded the sanction or reprimand will be reversed and the faculty member will receive a letter of exoneration from the Vice President for Faculty Affairs.

Article 5:5 Resignations

A faculty member is requested to submit a letter of resignation to the Dean of the school in which the primary appointment resides at least three months in advance of the termination date. Resignations shall be acknowledged by the Dean within ten (10) days of receiving notification of the resignation.

CHAPTER 6. The University Senate

Article 6:1 Role and Function

The Senate is the body of the University Faculty having authority and responsibility for the formulation and submission to the Provost through the Vice President for Faculty Affairs of University-wide academic policies. It may also consider any issue affecting the general welfare of the University. In its deliberations and recommendations, it shall represent the University Faculty and report to the Provost through the Vice President for Faculty Affairs. In matters not in conflict with University regulations, it shall not infringe upon the freedom or the autonomy of any department, school, or division in the conduct of its internal affairs as set forth and approved by the Vice President for Faculty Affairs and the Provost of the University.

Article 6:2 Organization

Section 6:2-01 Eligibility for Election to the Senate

Full-rank instructional faculty, as defined in Section 4:1-03, I.A, with the academic rank of Professor, Associate Professor, Assistant Professor, or Instructor, shall be eligible for election to the Senate. Eligibility for election shall require that the faculty member shall have been in residence for at least one year prior to occupying a seat in the Senate.

Section 6:2-02 Composition of the Senate

The Senate shall comprise 45 senators elected from the eligible membership of the University Faculty who have a primary appointment in the School or College which they will represent. The President, the Provost , Vice President for Faculty Affairs, and Vice President for Academic Affairs of the University, and the Deans of the schools, or their designated representative, shall also be members “*ex-officio*” (without voting rights) of the University Senate.

I. Apportionment

For the purpose of electing senators to the University Senate, each School or College will be assigned a number of Senators (see below) and it shall be responsible for holding its own elections of Senators in a manner consistent with their own rules and traditions, and in accordance with their accrediting bodies’ dictates as to faculty governance. Each school will have a minimum of one Senator providing they have one or more eligible faculty members.

The revenues provided to the University through tuition and external grant support by each school or college over a two year period will be used to calculate the number of Senators that each school is assigned.

II. Changes in Apportionment

All changes in apportionment shall be made every two years by the Rules Committee of the Senate and shall be based on information found in Section I above. Any faculty member wishing to see the data used for apportionment may request to view it at the Office of the Vice president for Faculty Affairs.

III. Eligibility of the University to Vote in Elections for Senators

All full-rank instructional faculty of the University, irrespective of academic rank, are eligible to vote for senators.

Section 6:2-03 Terms of Office

Election to the Senate shall be for a term of two years and shall be carried out by such procedures as necessary to ensure that no more than one-half of the total seats will become vacant in any one year. Retention of a Senate seat is dependent upon continuation of eligibility for membership in the Senate.

A newly elected senator shall assume the seat in the Senate at the beginning of the academic year following election.

Section 6:2-04 Nomination and Election of Members

All elections shall be held prior to the end of the academic year for terms of office to begin at the start of the next academic year.

I. Senators Elected by Voting Units

The Rules Committee should send (in writing or via e-mail) a Notice of Elections for voting unit Senate seats to all faculty by January 31. Nominations (either nomination of a colleague or self-nomination) should be made by February 15th (or the following business day if the 15th falls on a weekend or holiday). Nominations shall be made by notifying the other members of the voting unit in writing or by e-mail. The standing senator of each voting unit shall conduct an election by secret ballot. Each voting unit shall elect its senator by majority of the votes cast, and should notify the Rules Committee and the Senate Council of the results before February 28th in writing or by email.

II. Senators Elected At-Large

The Rules Committee should send results of voting unit elections and a Notice of Elections on March 1st (or the following business day if the 1st falls on a weekend or holiday) of upcoming elections for at-large Senate seats. Nominations (either nomination of a colleague or self-nomination) should be made by March 15th (or the following business day if the 15th falls on a weekend or holiday). Nominations shall be made by notifying the Rules Committee in writing or by e-mail. The Rules Committee shall complete an election by secret ballot among faculty in each voting unit (majority of votes required for election) and should notify the Senate Council of the results before March 31st in writing or by email.

III. Mid-term vacancies of Senate seats

A vacancy in the Senate membership created by resignation or departure of a faculty Senator will be filled by the Senate Council by selecting a replacement member from the same voting unit. Such a replacement shall serve for the remaining term of that seat.

Section 6:2-05 Officers of the Senate

The officers of the Senate shall be a Principal Senator, a Deputy Principal Senator, and a Secretary. The Principal or Deputy Principal Senator candidate must have held a faculty position at RFUMS for at least 7 years and disclose whether they receive an administrative stipend. The Deputy Principal Senator and Secretary shall be current members of the Senate and elected by the members of the Senate. Ex-officio members and/or full ranked faculty members holding administrative positions who have the authority to hire or terminate faculty members, and /or the authority to allocate resources, such as space and/or monies, e.g. Department/Discipline Chairs, Assistant or Associate Deans, and Center Directors, shall be ineligible to be elected as an Officer of the Senate.

After a two year term, the Deputy Principal Senator shall be promoted to the position of Principal Senator if receiving a vote of confidence from the Senate at the March Senate meeting. If the vote of confidence fails or the Deputy is unable or unwilling to serve as Principal Senator, an election will be held for this position (see section II, Procedures for Elections below). Should a sitting Faculty Senate officer's term as Senator expire before their term as officer, they would remain a Senator until the end of their term as officer. Their Senate seat would be up for election after their tenure as an officer has expired.

I. Terms of Office

The Principal Senator and Deputy Principal Senator shall be elected for a two-year term and are not eligible for a consecutive term re-election. The Secretary and Councilors shall be elected for two-year terms and may be re-elected for one additional consecutive term.

II. Procedures for Election

As soon as Senate elections are completed, the Rules Committee shall communicate the results to all standing senators and shall solicit from them nominations for Senate officers and Councilors. Nominations should be made by April 10th (or the following business day if April 10th falls on a weekend or holiday). If no Senator agrees to run for office, any willing Senate-eligible faculty member (excluding Ex-officio and full ranked faculty members holding administrative positions, as described above) may be elected by the members of the Senate to hold a vacant Senate officer position.

Election of officers, including Councilors to the Senate Council, shall then be carried out by the Rules Committee, in accordance with appropriate nominating and secret balloting procedures. Candidates for these positions shall be nominated and chosen from those who will be in the Senate during the next academic year; nominations and voting will be done by those who are in the Senate during the current academic year. Elections should be completed by April 20th (or the following business day if the 20th falls on a weekend or holiday). Results of all

elections shall be included in the agenda for the last regularly scheduled Senate meeting of the academic year.

For the sake of continuity, when possible, the Principal Senator should be the person who has just completed a term as Deputy Principal Senator (although it is recognized that this may not always be the case). The Deputy Principal Senator (and Principal Senator if needed) should be elected in odd-numbered years, and the Secretary in even-numbered years.

Eligible Councilors shall be elected by the members of the Senate. Councilors from The Chicago Medical School and The College of Health Professions should be elected in odd-numbered years and those from the Dr William M Scholl College of Podiatric Medicine and The School of Graduate and Post-Doctoral Studies should be elected in even-numbered years. Candidates for these positions shall be nominated and chosen from those who will be in the Senate during the next academic year; nominations and voting will be done by those who are standing Senators during the current academic year.

III. Duties

A. Principal Senator

The Principal Senator shall prepare the agenda for, and be the presiding officer of, all meetings of the Senate. In concert with the Senate Council, the Principal Senator shall present the will, opinions, and actions of the Senate to the University Faculty and to the Vice President for Faculty Affairs. The Principal Senator shall represent the faculty on any issue that the Principal Senator deems necessary to be brought before the President's Cabinet and the Board of Trustees.

B. Deputy Principal Senator

In the absence of the Principal Senator, the Deputy Principal Senator shall assume the duties of the Principal Senator and be responsible for all such duties as may be assigned by the Principal Senator.

C. Secretary

The secretary shall see to the distribution of all agenda, notices, and acts of the Senate, act as a curator of its records including its membership roster and, in concert with the Rules Committee, see to the proper execution of all elections within the Senate.

Article 6:3 Delegation of Authority to the Senate and Senate Committees

Section 6:3-01 General Provisions

The University Senate, as the elected body of the University Faculty, shall have the authority to consider any matter of academic policy, and make recommendations to the University Faculty and to the Vice President for Faculty Affairs and Vice president for Academic Affairs. It shall also consider and make recommendations on any issue remanded to it by the Vice President for Faculty Affairs and/or the Vice president for Academic Affairs

Section 6:3-02 Authority

The University Senate shall have authority over matters of academic concern to the University as a whole except those matters reserved specifically for the President, Provost, or the Board of Trustees as defined in the document entitled "University Faculty Bylaws," as adopted by the Board of Trustees. Specifically, it shall have the authority to:

- I. Formulate and recommend academic policies to the Vice President for Faculty Affairs, the Vice president for Academic Affairs and Provost of the University.
- II. Appoint Standing and Ad Hoc/Special committees of the Senate.
- III. Review for approval any recommendation that would result in the granting of tenure.
- IV. Review and approve all policy recommendations representing actions of the Senate Council with the exception of those actions that the Senate designates to the Council.

Section 6:3-03 Senate Committees

Major issues confronting the Senate shall be considered by committees as the deliberative bodies of the Senate. In their actions and recommendations, these committees shall be directly responsible to the Senate Council and, through this body, to the membership of the Senate.

I. Senate Standing Committees

A. Eligibility for Membership

All members of the full ranked faculty shall be eligible for election to the Senate Committees with the exception of the President, Provost, Vice president for Faculty Affairs, Vice president for Academic Affairs, and the Dean's of the respective schools or colleges

B. Election and Appointment Procedures

A suggested list of committee assignments, including the nominee for

committee chair, will be prepared by the Senate Council and presented to the Senate by the Principal Senator. Committee membership shall be structured to include both experience and expertise of continuing members and the freshness and inclusion of new members. With the needs of succession planning in mind, wherever possible terms of office shall be for two years, with each term to be effective at the beginning of the academic year following election to office, and members may be elected for up to two additional successive terms.

C. The Standing Committees

The Standing Committees of the Senate and their authority shall be as follows:

1) Rules Committee

This committee shall propose all rules for the proper functioning of the Senate, propose and consider all amendments to the Bylaws of the Senate and make recommendations for revisions thereto. In the implementation of these charges, it shall maintain the Rules of the Senate, and provide for, oversee, and report the results of all elections.

2) Sabbatical Leave Committee

This committee shall review for approval all requests from eligible members of the University Faculty for sabbatical leave. (The eligibility requirements for requesting a sabbatical leave are detailed in Section 9:1-01.) Its actions on all applications will be transmitted directly to the Vice President for Faculty Affairs and the appropriate Dean and Chair.

3) University Credentials and Tenure Committee

This committee shall have final faculty authority to review all recommendations for tenure or an honorary title, and to communicate its recommendations to the Principal Senator and the Vice President for Faculty Affairs. The committee will also maintain the roster of tenured members of the University Faculty, and make recommendations concerning tenured staffing patterns consistent with the maintenance of a viable and vigorous University Faculty. The committee shall consist of seven members, at least four of whom are members of the Senate, and one supernumerary, who should be a tenured Senator. All Schools of the University shall be represented and, in so far as possible, all members shall be tenured.

Upon receiving a recommendation from the committee, the Vice President for Faculty Affairs shall make a judgment as to whether tenure or an honorary title should be granted or denied. Tenure and honorary titles are conferred with the concurrence of the University Provost, and the approval of the President and

Board of Trustees of the Rosalind Franklin University of Medicine and Science.

4) Faculty Affairs Committee

This committee shall consider questions of academic freedom, loss of tenure, dismissal, due process, grievance, and other issues of concern. The committee shall consist of seven members, at least four of whom are members of the Senate. A majority of the Committee shall be tenured. Matters for consideration shall be presented in writing to the committee. Recommendations shall be reported to the Vice President for Faculty Affairs and the Principal Senator.

5) Awards Committee

This committee will recommend to the Vice President for Faculty Affairs recipients for honors and awards, and may establish other means of recognizing meritorious faculty. The committee will be composed of nine (9) members of the full-ranked academic faculty who do not have an administrative position. The committee will include two (2) persons from the College of Health Professions, two (2) persons from the College of Pharmacy, two (2) persons from the Scholl College of Podiatric Medicine, and three (3) persons from the Chicago Medical School (at least one each from the clinical and basic science faculty). Committee members need not be members of the University Senate. If a member of the committee is nominated for an award, that member will not participate in the committee discussions of that award.

6) Faculty Compensation Committee

This committee shall examine and make recommendations regarding faculty compensation and benefits. The committee shall consider issues of benchmarking salaries among schools and salary equality according to, but not limited to gender. In addition, the committee will consider promotion and tenure adjustments, criteria for merit increases as well as benefits such as health care, retirement, family leave, childcare, and tuition recovery. The committee shall consist of representatives of full ranked faculty from each of the schools/colleges of the University and will include tenured and non-tenured faculty. The Committee should also consist of equal gender representation. Committee members need not be members of the Senate. The committee will make recommendations to the Vice President for Faculty Affairs and the Vice President for Academic Affairs and advise the Senate, Deans and Administration.

7) Ad Hoc or Special Committees

These shall be committees authorized by the Senate Council as needed to deal with any specific issue. Appointments shall be made by the Principal Senator with the concurrence of the Council. Upon completion of its charge,

each committee shall be automatically dissolved.

Article 6:4 Meetings of the Senate

Section 6:4-01 General Conduct

Meetings of the Senate shall be held at least four times throughout the academic year with the Principal Senator, or if absent, the Deputy Principal Senator, as the presiding officer. Notice of meetings and their agenda shall be distributed to the members at least two weeks in advance and all agenda will provide for the inclusion of New Business. Minutes of all meetings shall be kept by the Secretary and distributed to members prior to the next meeting.

A quorum for the conduct of business shall be one-quarter of the membership. All members shall have an equal vote and all actions of the Senate shall require a majority vote of the members present. All members of the University faculty may attend and participate in discussion.

The most recent edition of Robert's Rules of Order shall be the guide for parliamentary conduct of all business not expressly provided for otherwise.

Section 6:4-02 Rights of Petition for Meetings

In addition to regularly scheduled meetings of the Senate, additional meetings shall be called by the Principal Senator upon recommendation of the Senate Council or upon submission of a written agenda to the Principal Senator by any five members of the Senate Council or upon submission of a written agenda to the Principal Senator by any seven members of the Senate at least 10 days in advance of the requested meeting. Meetings may also be called upon request of the Vice President for Faculty Affairs.

Article 6:5 The Senate Council

Section 6:5-01 Membership

The membership of the Senate Council shall be composed of:

- I. The Principal Senator, the Deputy Principal Senator, and the Secretary of the Senate,
- II. Four Councilors (one each from the Chicago Medical School, College of Health Professions, Scholl College of Podiatric Medicine and College of Pharmacy) who shall be members of the Senate,
- III. The Vice President for Faculty Affairs of the University as ex-officio member,

IV. The immediate Past Principal Senator will serve on the Senate Executive Council for 1 year to assure a smooth transition.

V. Current faculty representatives to the Board of Trustees.

Section 6:5-02 Powers and Responsibilities

The Senate Council shall act as the executive body of the Senate and in all of its actions is accountable and responsible to the membership of the Senate. Members of the Council also shall be voting members of the Senate.

Section 6:5-03 Meetings

The Principal Senator, or if absent, the Deputy Principal Senator, shall act as the Chair of the Senate Council. The Principal Senator shall call all meetings and be responsible for the agenda. Additional meetings may be called at the request of any Councilor or the Vice President for Faculty Affairs. A quorum for the conduct of business shall consist of five members. All members shall have an equal vote and a majority of all votes cast shall be sufficient to resolve an issue.

Article 6:6 Faculty Representatives to the Board of Trustees

Section 6:6-01 Selection of the Faculty Representatives

In April of every second and third year, the Rules Committee will send a notice to all faculty soliciting nominations for the Faculty Representative to the Board of Trustees. In May of the same year, the Senate Rules Committee will accept in nomination the names of at least three faculty members as candidates for the position of Faculty Representative to the Board of Trustees. Nominations may be made by any full-rank faculty member. Nominees must be full-rank faculty, with the academic rank of Professor, Associate Professor, or Assistant Professor. Senators will vote by secret ballot for up to three of the nominees. A list containing the names of the top three vote getters will be forwarded to the President of the University and the Board of Trustees, who will select a person to serve for a three year term. The intent is for two individuals to overlap terms by two years and then to be available for mentoring a new member in the third year. As far as possible, it is desirable that different schools be represented during alternate periods of service.

Section 6:6-02 Term of Office

The term of office shall be for three years.

Section 6:6-03 Responsibilities

The elected representatives shall attend all meetings of the Board of Trustees and shall report to the Senate, as appropriate.

CHAPTER 7. Academic Freedom and Tenure

Article 7:1 Academic Freedom

Section 7:1-01 The Responsibility of the University

A vital role of a university is to stimulate the thinking and creativity of its faculty and students. Since it is an institution that deals in ideas, the University must provide an environment that supports the development of new ideas. Academic Freedom helps foster this environment, and is therefore not solely a right and privilege of the faculty, but is the fulfillment of the obligation on the part of the University to provide an atmosphere in which intellectual growth may take place.

Section 7:1-02 Special Responsibility of the Faculty

The faculty subscribes to the following statement on academic freedom and faculty responsibility, as modified from the Policy Documents and Reports of the American Association of University Professors (1990 edition):

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon a written understanding with the Chair of the department and with concurrence from the Dean of the school.

Faculty members are entitled to freedom in the classroom in discussing their subject, but should be careful not to introduce into their teaching controversial matter that has no relation to their subject.

Faculty members are citizens, members of a learned profession, and officers of the University. When they speak or write as a citizen, they should be free from institutional censorship or discipline, but this special position in the community imposes special obligations. As an individual of learning and an educational officer, faculty members should remember that the public may judge the profession and the University by these utterances. Hence, faculty members should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not a spokesperson for the University.

Section 7:1-03 Academic Freedom and Tenure

The University subscribes to the principle of academic freedom; tenure is an indispensable pre-condition for academic freedom. Tenure is a guarantee that the

University subscribes to the principle of academic freedom; its faculty may not be dismissed without adequate cause. Termination of tenure should occur only under those conditions stated in Section 5:2-02. In the interpretation and application of these principles, the University authorities shall be quick to protect the heritage of academic freedom; but in doubtful cases, these same authorities should remember that an excess of freedom is always less dangerous than an excess of constraint. Any limitations to academic freedom by the University must be clearly stated in writing at the time of the initial appointment.

Article 7:2 Tenure

Section 7:2-01 Defined

The concept of academic tenure shall mean indefinite tenure with continuous appointment to at least the highest academic rank last acquired without discriminatory loss in salary, position, or academic privileges.

We affirm that with tenure comes professional responsibility, the obligation conscientiously and competently to devote one's energies and skills to the research, teaching, and/or service missions of the University.

Academic tenure, once acquired, shall be terminated only for those reasons articulated in Section 5:2-02. When a tenure appointment is terminated because of financial exigency, the place of the released member of the faculty shall not be filled by an appointee for a period of two years unless the released member has been offered reappointment and, after a time of 60 days for consideration, has declined. When tenure is terminated because of "improper professional conduct", such termination must follow due process procedures, which shall include a review by and recommendation of the Faculty Affairs Committee of the University Senate.

Section 7:2-02 Eligibility

Unless otherwise prescribed as a provision of appointment, only full-time members of the University Faculty, as defined in Section 4:1-03, I.A, are eligible for tenure provided they are also either an Associate Professor or Professor.

Members of the University Faculty stationed at other affiliated hospitals (institutions), even though they may be eligible for full academic rank, are not eligible for tenure unless they fulfill the criteria of "full-time instructional members of the University Faculty", as defined in Section 4:1-03, I., and hold the rank of Associate Professor or Professor.

The general criteria by which an applicant for tenure will be judged by the University Tenure and Credentials Committee are defined in Section 5:1-01. Additional specific requirements for tenure may be determined by the Bylaws of the individual schools. Tenure-track faculty members who have achieved the rank of Associate Professor or

Professors are eligible to be considered for tenure by the appropriate academic committee in their respective schools. The tenure review may be initiated by the department Chair, or by the Dean of the school upon petition by the eligible faculty. The department Chair may initiate the tenure review for new prospective faculty candidates prior to their accepting an offer for a faculty position or anytime thereafter until the arrival of the "expiration date", as defined below. The Dean may initiate the tenure review for a faculty member only after he/she has had seven years of continuous full time appointment as a faculty member to the University but not later than the "expiration date".

The Chair or Dean may initiate the tenure review for a faculty member, as defined above until an expiration date. The "expiration date" is defined as the last day of the ninth year that the faculty member has been a full time faculty member in a tenure track position in the University. This date may be extended for good cause with the approval of the Dean, the Vice President for Faculty Affairs, and the Provost. Maternity or paternity leave are potential examples of "good cause", which might extend the "expiration date" by one year per occurrence.

In the instance that a faculty member has had a prior tenure track, but un-tenured position at another institution the "expiration date" will shorten by one year for each full year of the prior appointment, but to a maximum shortening of three years, leaving a minimum "expiration date" of six years from arrival at Rosalind Franklin University.

Article 7:3 Tenure Processes and Procedures

See Section 5:1-02

Article 7:4 Appeal of the Tenure Decision

Any faculty member may appeal, within one month, a decision of the Vice President for Faculty Affairs, in writing to the Provost of the University.

CHAPTER 8. Amendments, Revisions and Adoption Procedures

Article 8:1 Amendments

Proposals for amendments to these Bylaws may be initiated upon:

- I. written request by the Vice President for Faculty Affairs or the Vice president for Academic Affairs of the University, or
- II. petition by five members of the University Senate, or

III. petition signed by 25 members of the University Faculty.

All such requests to amend shall contain a statement of the proposed amendment and shall be accompanied by reasons for the alleged need to amend.

All proposals for amendments shall be submitted to the Secretary of the Senate for review by the Senate Council. Within two months of receipt of the request to amend, the Secretary of the Senate shall submit, by written notice, the original proposal to amend, along with the Senate's recommendations, to the members of the University Faculty.

Provided that the Notice to Amend has been distributed at least two weeks in advance to the University Faculty, it shall be included in the agenda of the next regularly scheduled meeting of the University Senate. The Senate then shall vote on the proposed amendment with a majority of all votes cast being required to ratify.

If a proposed amendment has been ratified by the University Senate, the amendment shall become a part of these Bylaws upon approval by the Vice President for Faculty Affairs, the Provost, the President of the University and the Board of Trustees.

Article 8:2 Revision and Adoption

Every three years a committee appointed by the Principal Senator, with the approval of the Senate Council, or under exceptional circumstances to be approved by two-thirds vote of the Senate, shall review these Bylaws (i.e., PARTs 1, 2, and 3 of this Document) and shall submit its recommendations to the Senate Council as to whether a special committee should be convened for the purpose of formulating new University Bylaws.

Upon at least one month's notice to the University Faculty, enactment of a resolution to undertake revision of the University Bylaws shall require a majority vote by the Senators present at a meeting of the University Senate.

Upon one month's notice to the faculty, the results of the Bylaws Revision Committee will be presented by the Principal Senator at a meeting of the University Senate. A majority vote by the Senators present is needed for passage. If passed by the University Senate, the revised Bylaws will be transmitted through the Vice President for Faculty Affairs and Provost for presentation to the President and Board of Trustees. The University President will notify the Principal Senator of the action of the Board of Trustees, in writing, within six months of Senate passage.

PART 4:

Faculty Benefits and Regulations

CHAPTER 9. Leaves of Absence

The University provides for the granting of several different types of Leaves of Absence. They may be with or without pay. In all leaves with pay, continuance of salary shall refer only to the portion of the faculty member's salary as provided by the University.

Article 9:1 Professional Leaves

Section 9:1-01 Sabbatical Leaves

The University subscribes to the principle of the need and desirability for members of the faculty to avail themselves of the opportunity for research and intellectual enrichment that will contribute to their academic stature and achievement. The granting of sabbatical leaves will depend on the availability of funds and the ability of the department or school to maintain necessary teaching commitments, either by reallocation of the workload or by provision for temporary replacement.

Eligibility for consideration of sabbatical leave is based upon the accumulation of six years of full-time service (the six year rule) to the University as a full-time faculty member as defined in Section 4:1-03, I.A. In all cases, one year of service must be committed to the University immediately following the completion of a sabbatical leave.

Sabbatical leaves may be granted for a period not to exceed twelve months. If a lesser period of sabbatical leave is requested, or if it is determined that the services of the faculty member cannot be released for the full period of the request, any balance of the sabbatical leave entitlement may be applied for and used, if approved, in the four year period following satisfaction of the six year rule.

The University will continue to pay the full salary and allowable fringe benefits to the faculty member while on sabbatical leave, to a maximum of six months leave, which will be disbursed at the normal rate or prorated over a period not to exceed twelve months, as agreed by the University and faculty member. During a sabbatical leave that extends beyond the fully salaried six-month period, University administered funds, e.g., grants, contracts, etc., may be used to make up, but not exceed, the differential between the prorated University salary and benefits and the stipulated yearly salary and benefits for the faculty member. The acceptance of any monies that are not under the control of the University shall not carry with it duties or obligations that would prevent or be detrimental to the primary purpose of the sabbatical.

Procedure

An application from a faculty member for a sabbatical leave should contain the following items:

1. A statement as to the purpose of the sabbatical leave;
2. A current curriculum vitae;

3. A letter from the offsite location where the time will be spent that confirms the availability of the resources needed for the proposed activity, and be submitted to the Chair of the department at least three months prior to the start of the proposed sabbatical. If approved, the Chair will add a letter to the file stating that the faculty member is released from all teaching and departmental administrative obligations during the proposed sabbatical period and forward the application to the Dean of the school or college. If approved, the Dean will add a letter to the file stating the faculty member is released from all obligations to the school during the sabbatical period and forward all of the documents to the Sabbatical Leave Committee of the University Senate, which then makes a recommendation to the Vice President for Faculty Affairs, who in turn, makes a recommendation to the Provost. The final decision will be conveyed to the faculty member by a letter signed by the Provost.

Section 9:1-02 Leave as Visiting Faculty to Another Academic Institution

When, through recognition of academic achievements, a member of the faculty is invited to be a visiting faculty member at another university or college, approval of the Chair, the Dean, and the Vice President for Faculty and Academic Affairs shall be required. Such leaves shall not be longer than one year and it will be expected that salary considerations will be negotiated by the faculty member with each of the institutions. To the extent that the faculty member is compensated by the Visited institution, such funds shall be paid to RFUMS and subsequently from RFUMS to the individual.

Section 9:1-0 3 Attendance at Professional Meetings

Participation at meetings of professional societies is an academic activity acknowledged as contributing to the scholarly growth and development of the faculty. Provided that the faculty member's absence will not be in conflict with assigned duties, the University will provide funds, as available, for attendance at professional meetings. Attendance at professional meetings shall be arranged in consultation with the Chair of the department.

Article 9:2 Non-Professional Leaves

Section 9:2-01 Leave for Personal Reasons
See Employee Handbook for details.

Section 9:2-02 Public Service Leave

Any member of the Faculty who accepts either elected or appointed public office may request a leave of absence from the Vice President for Faculty Affairs with the concurrence of the Dean and the Chair of the department. If granted, such leaves will

be without pay or benefits and termination of salary will coincide with the faculty member's assumption of duties to public office.

Section 9:2-03 Maternity Leave
See Employee Handbook for details.

Section 9:3-04 Family and Medical Leave Act
See Employee Handbook for details.

Article 9:3 Vacations
See Employee Handbook for Details.

Article 9:4 Holidays
See University Academic Calendar for holiday schedule.

CHAPTER 10. Faculty Benefits

Article 10:1 General Provisions

Eligibility for the benefits of this chapter is limited to full-time members of the faculty as defined in Section 4:1-03, I.A, and such others as described in this document. The details of all faculty benefits, unless otherwise specified, are provided in the Employee Handbook.

Article 10:2 Retirement Benefits

After at least 10 years of service, and reaching age 55, a faculty member may request or the University may offer, retirement. Upon retirement and prior to Medicare eligibility, a faculty member who is at retirement and enrolled in the University's medical and dental insurance programs, shall be entitled to continue to participate in medical and dental insurance programs comparable to benefits offered to faculty. The retiree and the University will share the expected cost to be determined annually. The University share will not exceed 60% of the premium cost. These insurance programs will be available to retired faculty until Medicare eligibility age, at which time Medicare becomes the primary medical insurance and the medical insurance becomes supplemental to Medicare Part B (See Employee Handbook for details.)

Retirees who are Medicare eligible are entitled to participate in an additional insurance that is supplemental to Medicare Part B. The retiree and the University will share the cost to be determined annually. The University share will not exceed 60% of the premium cost. At the retiree's Medicare eligibility age, dependents who are not eligible for Medicare may continue to receive medical and dental insurance programs as noted above.

The University will provide a reduced amount of life insurance to the retired faculty member under the group life insurance program (see Employee Handbook for details).

The University will pay the entire cost of the life insurance premium.

The retired faculty member shall have access to the Learning Resource Center and faculty e-mail, and should consult with his/her Chair regarding availability of space for continued research and use of other departmental resources (e.g., computers, mailing services and secretarial assistance).

CHAPTER 11. Faculty Regulations

Article 11:1 Outside Professional Services

The University subscribes to the principle that the resources of its faculty should be made available as a public service within certain constraints. Provided that it does not conflict with any University policy, or interfere with assigned duties, a member of the full-time faculty may, with the concurrence of his/her immediate administrative supervisor, devote up to two days per month to outside professional services. Additional time may be taken with the approval of the immediate supervisor and Dean of the appropriate school. This activity should bring prestige to the University, represent scholarly pursuit related to the academic and research interests of the faculty member, or enhance the professional reputation of the faculty member.

Article 11:2 The University Seal, Shield, and Use of Name

The University Seal is reserved for official documents of the University and may be used by the Board of Trustees and administrative officers it chooses to authorize.

The Shield is the official emblem of the University and shall be displayed in all University bulletins, catalogues, other printed documents as may be authorized, and the University stationery. It may also be used as a symbol of identification or decoration for student, faculty, and alumni activities but approval for such purposes must be obtained from the Office of the President.

The use of the name of the University is reserved for its official and approved functions and may not be used by any member of the Faculty or other employee to sponsor or promote a product for commercial gain. It shall not be used on stationery other than that sanctioned by the University.

Faculty members may use their academic titles for purposes of identification when communicating in their fields of professional competence. In questions of general interest, however, they should make it clear that they represent their own views and not necessarily those of the institution.

Article 11:3 Use of University Facilities

The use of all buildings owned, leased, or operated by the University shall be reserved

for the purposes of its broad educational mission. Exceptions to this policy shall require the express authorization of the Office of the President.

Article 11:4 Candidacy for Degree

Members of the faculty or administrative officers holding a faculty appointment may take individual courses or pursue a degree within the University, in concurrence with the guidelines of their school. Approval is required from the faculty member's Chair and Dean.

Article 11:5 Released-Time for Study

A member of the full-time faculty may pursue courses of study with the approval of the department Chair and the Dean.