



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>Proposed Policy Number and Title:</b> <i>635 Faculty Rights and Professional Responsibilities</i>		
Existing Policy Number and Title: <i>635 Faculty Rights and Professional Responsibilities</i>		
<b>Approval Process*</b>		
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*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

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<b>President's Council Sponsor:</b> <u>Marilyn Meyer, Clark Collings, Wayne Vaught</u> Ext. _____
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POLICY APPROVAL PROCESS DATES	
<p><b>Policy Drafting and Revision</b></p> <p>Entrance Date: <u>08/27/2020</u></p> <p><b>University Entities Review</b></p> <p>Entrance Date: <u>02/25/2021</u></p> <p>Close Feedback: <u>04/25/2021</u></p> <p><b>University Community Review</b></p> <p>Entrance Date: _____</p> <p>Open Feedback: _____</p> <p>Close Feedback: _____</p> <p><b>Board of Trustees Review</b></p> <p>Entrance Date: _____</p> <p>Approval Date: _____</p>	<p style="text-align: center;"><b>POST APPROVAL PROCESS</b></p> <p>Verify:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy Number</li> <li><input type="checkbox"/> Section</li> <li><input type="checkbox"/> Title</li> <li><input type="checkbox"/> BOT approval</li> <li><input type="checkbox"/> Approval date</li> <li><input type="checkbox"/> Effective date</li> <li><input type="checkbox"/> Proper format of Policy Manual posting</li> <li><input type="checkbox"/> TOPS Pipeline and Archives update</li> </ul> <p><b>Policy Office personnel who verified and posted this policy to the University Policy Manual</b></p> <p><b>Name:</b> _____</p> <p><b>Date posted and verified:</b> _____</p>



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

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<b>POLICY TITLE</b>	Faculty Rights and Professional Responsibilities	<b>Policy Number</b>	635
<b>Section</b>	Academics	<b>Approval Date</b>	<del>June 25, 2020</del>
<b>Subsection</b>	Faculty	<b>Effective Date</b>	<del>June 25, 2020</del>
<b>Responsible Office</b>	Office of the Provost		

### 1.0 PURPOSE

2 **1.1** Institutions of higher education exist for the common good, which depends upon the free  
3 search for knowledge and its free expression. In support of its mission, Utah Valley University is  
4 committed to fostering a culture of academic rigor and professional excellence while operating  
5 ethically, effectively, and in compliance with legal requirements. These commitments require  
6 dedication from the University and its faculty to both academic freedom and professional  
7 responsibility. This policy sets forth the rights and responsibilities of faculty members consistent  
8 with principles of academic freedom and professional responsibility as articulated in the *1940*  
9 *Statement of Principles on Tenure and Academic Freedom and Tenure (AAUP)* and the *1966*  
10 *Statement on Professional Ethics (AAUP)*, respectively.

### 2.0 REFERENCES

11 **2.1** *Family Educational Rights and Privacy Act of 1974 (FERPA)*, 20 U.S.C. § 1232g (1974)

12 **2.2** *Title VII of the Civil Rights Act of 1964*, 42 U.S.C. § 2004 (1971)

13 **2.3** *Title IX of the Educational Amendments of 1972*, 20 U.S.C. § 1681 et seq. (1972)

14 ~~**2.42.1** *1940 Statement of Principles on Tenure and Academic Freedom, American Association of*  
15 *University Professors (AAUP)*~~

16 ~~**2.52.1** *Statement on Professional Ethics, AAUP, 1966, 1987, 2009*~~

17 **2.62.4** *Institutional Programs Generally*, Utah Code Ann. § 53B-16-101 (2017)

18 **2.72.5** *Utah Governmental Immunity Act*, Utah Code Ann. § 63G-7-101 (2017)

19 **2.6** *1940 Statement of Principles on Tenure and Academic Freedom, American Association of*  
20 *University Professors (AAUP)*

21 **2.7** *Statement on Professional Ethics, AAUP, 1966, 1987, 2009*



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- 22 **2.8** Utah State Board of Regents Policy R312 *Utah System of Higher Education and Institutional*  
23 *Missions and Roles*
- 24 **2.9** Utah State Board of Regents Policy R481 *Academic Freedom, Professional Responsibility,*  
25 *Tenure, Termination, and Post-Tenure Review*
- 26 **2.10** Utah Board of Regents Policy R482 *Bona Fide Financial Exigency and Personnel*  
27 *Reduction*
- 28 **2.11** Utah Board of Regents Policy R485 *Faculty Workload Guidelines*
- 29 **2.12** Utah Board of Regents Policy R840 *Institutional Business Communications*
- 30 **2.13** UVU Policy 114 *Conflict of Interest*
- 31 **2.14** UVU Policy 133 *Compliance with Government Records Access and Management Act*
- 32 **2.15** UVU Policy 136 *Intellectual Property*
- 33 **2.16** UVU Policy 137 *Sponsored Programs (Grants, Contracts, Cooperative Agreements)*
- 34 **2.17** UVU Policy 154 *Workplace Violence*
- 35 **2.18** UVU Policy 161 *Freedom of Speech*
- 36 **2.19** UVU Policy 162 *Title IX Sexual Harassment.*
- 37 **2.20** UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*
- 38 **2.21** UVU Policy 365 *Consulting Leave*
- 39 **2.22** UVU Policy 324 *Drug-free Workplace*
- 40 **2.23** UVU Policy 541 *Student Code of Conduct*
- 41 **2.24** UVU Policy 542 *Student Records Access (Student Privacy/FERPA)*
- 42 **2.25** UVU Policy 601 *Classroom Instruction and Management*
- 43 **2.26** UVU Policy 606 *Adoption of Course Materials and Textbooks*
- 44 **2.27** UVU Policy 632 *Assignment and Advancement in Academic Rank*
- 45 **2.28** UVU Policy 633 *Annual Faculty Reviews*



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- 46 **2.29** UVU Policy 636 *Research Ethics and Compliance*
- 47 **2.30** UVU Policy 637 *Faculty Tenure*
- 48 **2.31** UVU Policy 639 *Adjunct Faculty*
- 49 **2.32** UVU Policy 641 *Salaried Faculty Workload–Academic Year*
- 50 **2.33** UVU Policy 644 *Appointment and Responsibilities of Department Chairs*
- 51 **2.34** UVU Policy 646 *Faculty Appeals for Retention, Tenure and Promotion*
- 52 **2.35** UVU Policy 647 *Faculty Grievance*
- 53 **2.36** UVU Policy 648 *Faculty Personnel Reduction (Interim Policy)*

### 3.0 DEFINITIONS

- 54 **3.1 Civility:** Claiming and caring for one’s own identity, needs, or beliefs without degrading  
55 someone else or someone else’s identity, needs, or beliefs in the process.
- 56 **3.2 Faculty:** For the purposes of this policy, an employee hired into a faculty position  
57 categorized as a full-time, benefits-eligible employee, whether tenured, tenure-track, or non-  
58 tenure track.
- 59 **3.3 Impermissible academic assistance:** Impermissible academic assistance includes but is not  
60 limited to the provision or arrangement of
  - 61 **3.3.1** Substantial assistance that is not generally available to an institution's students when this  
62 assistance results in the certification of a student-athlete's eligibility to participate in  
63 intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point. While  
64 determination of what constitutes ‘substantial’ assistance is fact-specific, substantial assistance  
65 generally includes a considerable amount of assistance provided to the student-athlete that is of  
66 significant value to the student-athlete and not generally available or offered to non-student  
67 athletes.
  - 68 **3.3.2** An academic exception that results in a grade change, academic credit, or fulfillment of a  
69 graduation requirement when such an exception is not generally available to the institution's  
70 students and the exception results in the certification of a student-athlete's eligibility to  
71 participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate  
72 point.
- 73 **3.4 Research misconduct:** Fabrication, falsification, plagiarism, willful disregard of policies  
74 related to research, or other practices that seriously deviate from practices that are commonly



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75 accepted within the academic research community for proposing, conducting, or reporting  
76 research. This does not include honest errors or honest differences in interpretations or  
77 judgments of data or data sets interpretation of.

78 **3.5 Retention, tenure, and promotion (RTP) criteria:** Program/department criteria  
79 corresponding to teaching, scholarship/creative works, and service, outlining requirements for  
80 the achievement of retention (including post-tenure), tenure, and promotion for tenure-track and  
81 tenured faculty members in compliance with university policies.

82 **3.6 Sponsored Research:** Systematic study directed toward enhanced scientific or scholarly  
83 knowledge or toward understanding of the subject matter, or the use of such knowledge or  
84 understanding directed toward the production of useful materials, devices, systems, or methods  
85 that is funded through a sponsored program. All sponsored research will be in accordance with  
86 Policy 137. Academic tasks undertaken for the sole purpose of furthering personal knowledge or  
87 understanding of the subject matter, such as assignments in undergraduate courses, are not  
88 considered “research” under this policy.

#### 4.0 POLICY

##### 89 4.1 Scope of this Policy

90 **4.1.1** This policy applies to all full-time faculty employed by Utah Valley University, whether  
91 tenured, tenure-track, or non-tenure track. Failure by faculty members to comply with the  
92 responsibilities stated in this policy may lead to remedial or disciplinary action, up to and  
93 including dismissal. (See UVU Policy 639 *Adjunct Faculty* for the rights and responsibilities of  
94 adjunct faculty).

95 **4.1.2** Procedures, rights, responsibilities and duties specified in section 5.0 apply to all faculty  
96 members as defined in section 3.3. Procedures, rights, and responsibilities may be specified by  
97 individual departments or other university policies or guidelines, as approved by appropriate  
98 entities.

##### 99 4.2 Academic Freedom

100 **4.2.1** All faculty members are free to discuss any matter in the classroom related to the subject of  
101 the course, to explore all avenues of scholarship, research, and creative expression, and to speak  
102 or write without institutional discipline or restraint on matters of public concern, inside and  
103 outside the academic context, including matters related to professional duties and the functioning  
104 of the University. Whether it engenders hostility, pressure, or praise for the University, this  
105 freedom of expression shall remain secure for UVU faculty. When faculty members engage in  
106 their constitutionally protected exercises of freedom of expression, assembly, and association,  
107 including lawful participation in political activities as private citizens, these exercises do not  
108 violate their duties to UVU or its members or profession.



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109 **4.2.2** When faculty members speak or write as citizens rather than employees, they should be  
110 free from university censorship, reprisal, or discipline, but their special position in the  
111 community imposes special obligations. As scholars and educational officers, they should  
112 remember that the public may judge their profession and their university by their utterances.  
113 Hence, at all times they should strive for accuracy, should exercise appropriate restraint, should  
114 show respect for the opinions of others, and should make every effort to indicate that they are not  
115 speaking for the University (See *AAUP 1940*).

116 **4.2.3** Faculty shall not use academic freedom or freedom of speech as a pretext to discriminate or  
117 create a hostile environment within the meaning of Title IX of the Educational Amendments of  
118 1972, Title VII of the Civil Rights Act of 1964, or other applicable laws. Academic freedom  
119 does not permit faculty members to violate the rights of students or other employees secured by  
120 law and UVU policies. Faculty shall also not use academic freedom in the classroom as a pretext  
121 to discuss controversial matter that is unrelated to their subject.

### 122 **4.3 University Obligations to Faculty**

123 **4.3.1** Consistent with Utah law, the University shall provide faculty members support in  
124 professional activities inside and outside the classroom, on and off campus, in defense of  
125 academic freedom and in defense of any resulting litigation. For purposes of this policy,  
126 professional activities are those described or required by each department's RTP criteria.

127 **4.3.2** Faculty members can expect the University to provide a teaching environment adequately  
128 equipped and an environment that encourages research, creative works, and professional  
129 development appropriate to the mission and demands of a teaching university. Faculty can also  
130 expect a working environment free from violence or systematic disruption per university  
131 policies.

132 **4.3.3** Faculty members have a right to reasonable assistance from the University in improving  
133 their skills and developing their talents related to their job duties.

134 **4.3.4** Subject to university, curriculum, and scheduling needs, faculty members shall be assigned  
135 reasonable workloads sufficient to carry out their individual duties consistent with university  
136 policy and in accordance with Utah Board of Regents<sup>2</sup> Policy R312 *Utah System of Higher*  
137 *Education and Institutional Missions and Roles*, Policy R485 *Faculty Workload Guidelines* and  
138 UVU Policy 641 *Salaried Faculty Workload*.

### 139 **4.4 General Rights and Responsibilities**

140 **4.4.1** In their interactions with other faculty members, administrators, staff members, and  
141 university community members, faculty members shall conduct themselves with reasonable  
142 standards of professionalism. Examples of inappropriate behavior include but are not limited to  
143 requiring the performance of inappropriate personal services; assigning tasks for punishment  
144 rather than for educational or job-related reasons; intentional disruption of teaching, research,



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145 service, or administrative activities; and neglect of necessary communications with students and  
146 other employees.

147 **4.4.2** Delegated by the Utah State Board of Regents, the President has the authority to develop  
148 policy for the institution subject to the approval of the UVU Board of Trustees. Faculty members  
149 shall comply with all current university policies and procedures applicable to employees,  
150 including faculty.

151 **4.4.3** Faculty members shall competently perform their responsibilities as teachers and members  
152 of the faculty at a regional university per Utah Code Section 53B-16-101. Decisions related to a  
153 faculty member's competence in the areas of teaching, scholarship, responsibility, and service  
154 will be based on UVU policies and guidelines and will be consistent with relevant college or  
155 departmental criteria.

156 **4.4.4** In interactions with other faculty members, administrators, staff, and students, faculty  
157 members shall conduct themselves with reasonable standards of professionalism and civility.  
158 Examples of professionalism and civility include but are not limited to responding promptly to  
159 emails and other requests for action from supervisors, faculty peers, staff, and students;  
160 facilitating the success of committees in their intended goals through collaboration, constructive  
161 discussion, and action; accepting reasonable requests for collaboration pertaining to the faculty's  
162 area of study, pedagogical and scholarly goals, or goals of the department and school; addressing  
163 disagreements openly, professionally, and respectfully, which can include appropriate mediation,  
164 prompt attention to complaints, and good faith efforts to resolve issues; and/or avoiding  
165 intentional disruption of teaching, scholarly/creative work, or administrative meetings or  
166 activities.

167 **4.4.5** Faculty members shall comply with instructions, whether verbal, written, or electronic,  
168 from their chair, dean, provost or president respecting the timely performance of their essential  
169 duties so long as the instructions are consistent with the law and UVU policy, including the  
170 rights stated in this policy. Faculty have the right to an unbiased grievance process in accordance  
171 with UVU Policy 647 *Faculty Grievances* in matters of department, college or university,  
172 employment, or academic concerns.

173 **4.4.6** Faculty members have a right to due process commensurate with their faculty  
174 appointment—as set forth in Policy 648 and other applicable university policies including Policy  
175 648—in any disciplinary matter. This includes a right to be heard, a right to decision and review  
176 by impartial persons or bodies, and a right to adequate notice.

177 **4.4.7** To the extent permissible by law and university policy, faculty, staff, administrators, and  
178 students have a right to privacy in their dealings with the University, including the right to expect  
179 that certain records of their association with the University are treated as confidential. Faculty  
180 members shall not access, use, or disclose private or confidential information, unless permitted  
181 by applicable law or university policy. Faculty members shall also store and dispose of records



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182 containing private or confidential information, including those stored electronically, in  
183 accordance with law and university policy.

184 **4.4.8** All faculty members shall complete trainings required by President's Council, their  
185 department chair, their dean, or the Provost by the stated deadlines.

186 **4.4.8.1** Faculty members have a right to fair notice of any required trainings in advance of the  
187 deadline. Fair notice must be in writing (email is acceptable) and at least 60 calendar days in  
188 advance of the deadline, excluding holidays, off-contract periods (e.g., summers), and university-  
189 approved leaves of absence (other than vacation, personal, and consulting leave).

### 190 **4.5 Rights and Responsibilities in Teaching**

191 **4.5.1** Faculty members shall encourage the pursuit of learning in an atmosphere of civility and  
192 respect, respect the rights of others, exhibit and foster honest academic conduct, and evaluate  
193 students based on fair and objective criteria outlined in the course objectives and syllabi. (See  
194 AAUP's *Statement on Professional Ethics*).

195 **4.5.2** Faculty members are entitled to academic freedom in the classroom in discussing their  
196 subject, but they should be careful not to introduce into their teaching controversial matter that  
197 has no relation to the subject of the course (see AAUP, 1940, 1970). Faculty members shall  
198 adhere to the subject matter and course objectives as stated in course catalogs and syllabi.

199 **4.5.3** Faculty members shall not require students to accept their personal beliefs or opinions.  
200 Where faculty members find it pedagogically useful to advocate a position on controversial  
201 matters, they shall exercise care to ensure that opportunities exist for students to consider other  
202 views.

203 **4.5.4** Faculty members have a responsibility to maintain their teaching competence and strive for  
204 improvement as needed. Faculty members shall engage in reasonable and substantial preparation  
205 for the teaching of their courses, appropriate to the educational objectives to be achieved and  
206 consistent with the standards of the discipline. Faculty members shall strive to create learning  
207 environments that promote free inquiry and critical thinking.

208 **4.5.5** Faculty members shall meet their obligations pertaining to course instruction, including  
209 holding class as scheduled, presenting approved curriculum appropriate to the subject matter,  
210 grading and responding to students in a timely manner, grading students on clear and objective  
211 standards related to the course, and being available to assist students outside regularly scheduled  
212 class times, as determined by the department/school/college.

213 **4.5.6** Any faculty member or employee with authority to assign or recommend course materials  
214 for any course offered by the University shall do so based on sound academic values and UVU  
215 Policy 606 *Adoption of Course Materials and Textbooks*





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216 **4.5.7** UVU is dedicated to providing a fair learning environment to all of its students. Faculty  
217 members are prohibited from engaging in impermissible academic assistance as defined above in  
218 section 3.3 and as prohibited by the National Collegiate Athletic Association. Faculty members  
219 shall participate as necessary in any investigation into allegations of impermissible academic  
220 assistance, including facilitating expedited investigations where appropriate.

221 **4.5.8** Faculty members shall not plagiarize ideas and works of students. When faculty members  
222 and students work together, appropriate credit shall be given to students. Faculty members shall  
223 not limit or curtail the right of any student to publish or otherwise communicate the result of the  
224 student's own independent scholarly activities.

225 **4.5.9** Faculty members shall not use their positions and authority to obtain uncompensated labor  
226 or to solicit gifts or favors from students. Faculty members shall not ask students to perform  
227 services unrelated to legitimate requirements of a course unless the student is reasonably  
228 compensated for such services and the service rendered does not violate any law or university  
229 policy.

### 230 **4.6 Rights and Responsibilities in Professional Activities, Scholarship, and Creative Work**

231 **4.6.1** Faculty members have a responsibility to maintain their scholarly/creative competence and  
232 strive for improvement as needed.

233 **4.6.2** Faculty members shall uphold the academic and ethical standards of professional behavior  
234 in scholarly and creative endeavors established by the University and by their respective  
235 discipline(s).

236 **4.6.3** Faculty members are entitled to full freedom in research and creative works and in the  
237 publication, display, and exhibition of the results, subject to the acceptable performance of their  
238 other academic duties and compliance with state and federal regulations and university policy.

239 **4.6.4** Faculty members shall exercise reasonable care in meeting their obligations to their  
240 associates when they are engaged in joint research or some other professional effort.

### 241 **4.7 Rights and Responsibilities in Service**

242 **4.7.1** UVU is committed to serving both university and public communities. Faculty members  
243 shall uphold the University's commitment to service by carrying out service relevant to the  
244 University's mission and as expected in their respective RTP criteria and/or university policies  
245 and procedures.

246 **4.7.2** Except in extenuating circumstances and absent teaching a scheduled course, faculty  
247 members shall attend department meetings on a regular basis to provide input regarding  
248 department decision-making.



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249 **4.7.3** Faculty members shall support their departments, colleges/schools, and University by  
250 actively participating in committees, task forces, university councils, and/or other activities  
251 relevant to the mission of the University. Faculty members shall be active, responsive,  
252 constructive, and civil in their service on committees of all levels. Faculty members shall accept  
253 reasonable departmental requests for collaboration pertaining to the faculty's area of study,  
254 pedagogical and scholarly goals, or goals of the department and school.

255 **4.7.4** To ensure faculty control over faculty areas, senior faculty members -are responsible to  
256 provide advice and assistance to their junior faculty colleagues as needed concerning matters  
257 including but not limited to retention, tenure, and promotion policies, processes, and criteria.

258 **4.7.5** Faculty members shall perform formal annual reviews and other evaluations of colleagues  
259 as may be required by policy; formal evaluations shall be conducted professionally and  
260 objectively, respecting and defending the free inquiry of colleagues.

261 **4.7.6** Faculty members shall support their disciplines, professional organizations, and  
262 communities by participating in activities and groups that are directly related to their disciplines  
263 and to the mission of the University, including but not limited to service in professional societies,  
264 planning or chairing conferences or conference sessions, participating in peer review for their  
265 professional or discipline organizations, or reviewing materials for publication, exhibit, or  
266 performance, per department RTP criteria.

### 267 **4.8 Rights and Responsibilities to Members of the University Community**

268 **4.8.1** Faculty members shall address workplace conflicts openly, professionally, and respectfully,  
269 which can include appropriate mediation, prompt attention to complaints, and good faith efforts  
270 to resolve issues.

271 **4.8.1.1** Faculty members have the right to no cost, formal or informal conflict resolution or  
272 consultation services or training through university Faculty Relations services when attempting  
273 to resolve workplace conflicts. See Section 5.4.6.2.

274 **4.8.2** Faculty members shall not purposely mislead the university by misrepresenting their  
275 qualifications as a faculty member or eligibility for university employee benefits.

276 **4.8.3** Faculty members shall avoid exploiting the university's name or their own relation with the  
277 university for personal reasons unrelated to their legitimate academic or professional activities.  
278 They must not intentionally create the impression, in public appearances or statements, that they  
279 are representing the university, unless in fact, they are.

280 **4.8.4** Faculty members shall respect university property and programs, and shall respect and  
281 acknowledge, when appropriate, the legitimate activities and contributions of other persons on  
282 the university campus.



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283 **4.8.5** Faculty members shall not purposely incite others to engage in unlawful activity.

284 **4.8.6** When conducting email correspondence with the university or as required by UVU policies  
285 and Utah Board of Regents<sup>2</sup> Policy R840, faculty members shall use their university-assigned  
286 email. Faculty members and the university shall comply with applicable policies and protocols  
287 regarding faculty members' use of email, including UVU Policy 441 *Appropriate Use of*  
288 *Computing Facilities* and the Utah Board of Regents<sup>2</sup> Policy R840 *Institutional Business*  
289 *Communications*.

290 **4.8.7** Faculty members are responsible to maintain confidentiality of privileged or confidential  
291 information and may face disciplinary action for any unauthorized disclosure or misuse, even if  
292 it is unintentional.

### 293 **4.9 Rights and Responsibilities in University Governance**

294 **4.9.1** Faculty members have the right and responsibility to participate in the governance of the  
295 University in accordance with Utah law, Utah Board of Regents<sup>2</sup> policies, and university  
296 policies.

297  
298 **4.9.2** Pursuant to relevant university policies and procedures, faculty members have primary  
299 responsibility for curriculum, subject matter and methods of instruction, research, creative  
300 works, performance, and faculty status.

301 **4.9.3** Pursuant to relevant university policies and procedures, faculty members have designated  
302 responsibilities concerning the following decisions regarding faculty: a) academic appointments,  
303 b) reappointments and decisions to not reappoint at midterm review, c) the granting of tenure, d)  
304 promotions, and e) dismissal for academic reasons. Recommendations in these matters shall be  
305 made by faculty participation through established procedures and authorized by appropriate  
306 academic officers and the President, with final action by the Board of Trustees. Scholars in a  
307 particular field or activity have the chief competence for judging the academic work of their  
308 peers; in such competence, it is implicit that responsibility exists for both adverse and favorable  
309 judgments.

310 **4.9.4** Where their rank and status are appropriate, faculty members have the right to vote on  
311 faculty appointments, promotions, and tenure, and to vote for representatives to college and  
312 university representative bodies.

313 **4.9.5** Subject to approval by the President, Board of Trustees, federal and state authorities, and  
314 accrediting bodies, the faculty set the requirements for the degrees offered, determine when  
315 students have met the requirements, and recommend to the President and Board of Trustees the  
316 granting of degrees.



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### 5.0 PROCEDURES

#### 317 5.1 Rights and Responsibilities in Teaching

##### 318 5.1.1 Curriculum

319 5.1.1.1 Subject to curriculum and accreditation needs and guidelines of departments,  
320 colleges/schools, and the University, faculty members shall design, review, and revise  
321 curriculum and courses.

322 5.1.1.2 Faculty members have the right and responsibility to develop and improve their  
323 pedagogy, course and materials.

##### 324 5.1.2 Course Instruction

325 5.1.2.1 Faculty and employees assigning self-authored course materials shall follow Policy 606  
326 *Adoption of Course Materials and Textbooks*. Except for reimbursement of out-of-pocket costs,  
327 faculty and employees may not accept or retain royalties or any other personal compensation or  
328 material benefit from the sale or furnishing of course materials they authored to students in their  
329 own classes, in any classes in their department, or department/college for which they have  
330 authority to assign or recommend course materials. They may, however, 1) designate such  
331 royalties or compensation into a department-wide fund, as approved by the college/school dean  
332 in consultation with the university Compliance Officer; or 2) written evidence demonstrating  
333 arrangements with the publisher and bookstore under which the faculty member's royalty or  
334 personal compensation is deducted from the price of the materials.

335 5.1.2.2 At the beginning of the course, faculty members shall supply a syllabus for each course  
336 they teach that clearly communicates course structure, schedule, student expectations, expected  
337 course outcomes and methods of assessment. Each syllabus shall also include the university-  
338 approved disability accommodation, religious accommodation, and Title IX statements, which  
339 can be found on Canvas. Faculty members set appropriate standards for student performance in  
340 their courses, subject to university standards. Faculty members shall adhere to the subject matter  
341 and course objectives as stated in course catalogs and syllabi, however, faculty have the right to  
342 modify syllabi during a course to meet the needs of the course, provided students have  
343 reasonable notice.

344 5.1.2.3 Faculty members are expected to meet their regularly scheduled classes and hold class for  
345 the scheduled length. Alteration of schedules, cancellation or rescheduling of classes may be  
346 done only for valid academic reasons and after adequate notice to students and the department  
347 chair. Any faculty member anticipating an absence of more than one week in length or two  
348 weeks total in a semester must have the approval of their chair and dean before the first absence  
349 takes place. Failure to meet scheduled classes without prior notice to students and department  
350 chair is excusable only for extenuating reasons beyond the control of faculty members. [Faculty](#)



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351 [who wish to alter course schedules, content, or delivery to meet non-University professional](#)  
352 [obligations must seek prior approval as specified in Policy 365 \*Consulting Leave\*.](#)

353 **5.1.2.4** Faculty members shall designate and teach courses as an alternative modality such as  
354 online or hybrid only after completing the appropriate University approval process established by  
355 Academic Affairs.

356 **5.1.2.5** In accordance with school/college guidelines, faculty members with teaching  
357 responsibilities shall establish and maintain regular office hours, face to face and/or online, for  
358 consultation with students, or otherwise ensure students are able to consult with them in a timely  
359 manner on course-related matters.

360 **5.1.2.6** Faculty members shall not require students to attend class or submit any assignments or  
361 assessments on a scheduled reading day. Faculty members shall adhere to UVU Policy 601  
362 *Classroom Instruction and Management* when holding final exams or other assessments.

363 **5.1.2.7** In accordance with university policies and department or school/college retention, tenure,  
364 and promotion criteria, faculty members shall comply with reasonable and appropriate requests  
365 for peer, supervisor, and student evaluations of their teaching.

366 **5.1.2.8** Faculty shall store personally identifiable student information only in university-  
367 approved locations, systems, or devices.

### 368 **5.2 Rights and Responsibilities in Professional Activities, Scholarship, and Creative Work**

369 **5.2.1** Faculty members shall submit scholarly or creative works for peer or competitive review  
370 per their department's RTP criteria. Such review may occur in a variety of academic or  
371 professional venues, including but not limited to, conference presentations and proceedings,  
372 symposia, seminars, exhibits, performances, and appropriate scholarly or professional  
373 publications.

374 **5.2.2** Research and creative works conducted by faculty shall be in compliance with UVU Policy  
375 114 *Conflict of Interest* and UVU Policy 136 *Intellectual Property*.

376  
377 **5.2.3** Faculty members engaging in sponsored research shall consult with the Office of  
378 Sponsored Programs (OSP) and follow applicable University policies.

### 379 **5.3 Rights and Responsibilities in University Governance**

380 **5.3.1** Tenured and tenure-track faculty members and/or other eligible voters as determined by the  
381 department shall have the right to elect and/or recall their department chair by majority vote as  
382 provided in Policy 644 *Appointment and Responsibilities of Department Chairs*.



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383 **5.3.2** Faculty members have the right to present position-related concerns to their dean through  
384 their department chair. If they feel the department chair is not adequately representing them, they  
385 have the right to address that concern with the dean. If faculty feel the dean is not adequately  
386 representing them, they shall have the right to address that concern with the Associate Provost  
387 directly or through appropriate Faculty Senate representatives by submitting concerns to the  
388 Faculty Relations Manager in accordance with Policy 646 *Faculty Grievances*.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
April 15, 2010	Approved for Policy Manual	UVU Board of Trustees
June 25, 2020	Approved for Policy Manual	UVU Board of Trustees
August 14, 2020	Nonsubstantive change made in section 2.19: Title of Policy 162 updated from <i>Sexual Misconduct</i> to <i>Title IX Sexual Harassment</i> .	UVU Policy Office
	Limited scope revisions approved in the Regular policy process.	UVU Board of Trustees

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Policy Office