



UTAH VALLEY UNIVERSITY

Policies and Procedures

Proposed Policy Number and Title: 635 <i>Faculty Rights and Professional Responsibilities</i>		
Existing Policy Number and Title: 635 <i>Faculty Rights and Professional Responsibilities</i>		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision- Limited Scope	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: Stage 2 Draft, February 27, 2025
President's Council Sponsor: Marilyn Meyer, Clark Collings, Wayne Vaught Ext. _____
Policy Steward: Drew Burke, Kat Brown Ext. _____

POLICY APPROVAL PROCESS DATES	
Policy Drafting and Revision Entrance Date: 08/27/2020 University Entities Review Entrance Date: 2/27/2025 Close Feedback: 4/24/2025 University Community Review Entrance Date: _____ Open Feedback: _____ Close Feedback: _____ Board of Trustees Review Entrance Date: _____ Approval Date: _____	POST APPROVAL PROCESS Verify: <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update Policy Office personnel who verified and posted this policy to the University Policy Manual Name: _____ Date posted and verified: _____



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POLICY TITLE	Faculty Rights and Professional Responsibilities	Policy Number	635
Section	Academics	Approval Date	June 25, 2020
Subsection	Faculty	Effective Date	June 25, 2020
Responsible Office	Office of the Provost	Last Review	

1.0 PURPOSE

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

2.0 REFERENCES

- 2.1 *Family Educational Rights and Privacy Act of 1974 (FERPA)*, 20 U.S.C. § 1232g (1974)
- 2.2 *Title VII of the Civil Rights Act of 1964*, 42 U.S.C. § 2004 (1971)
- 2.3 *Title IX of the Educational Amendments of 1972*, 20 U.S.C. § 1681 et seq. (1972)
- ~~2.4 1940 Statement of Principles on Tenure and Academic Freedom, American Association of University Professors (AAUP)~~
- ~~2.5 Statement on Professional Ethics, AAUP, 1966, 1987, 2009~~
- ~~2.6~~ 2.4 *Institutional Programs Generally*, Utah Code Ann. § 53B-16-101 (2017)
- ~~2.7~~ 2.5 *Utah Governmental Immunity Act*, Utah Code Ann. § 63G-7-101 (2017)
- ~~2.6~~ 2.6 *1940 Statement of Principles on Tenure and Academic Freedom, American Association of University Professors (AAUP)*
- ~~2.7~~ 2.7 *Statement on Professional Ethics, AAUP, 1966, 1987, 2009*



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- 22 2.8 Utah ~~State~~ Board of ~~Regents-Higher Education~~ Policy R312 *Utah System of Higher*
23 *Education and Institutional Missions and Roles*
- 24 2.9 Utah ~~State~~ Board of ~~Regents-Higher Education~~ Policy R481 *Academic Freedom,*
25 *Professional Responsibility, Tenure, Termination, and Post-Tenure Review*
- 26 2.10 Utah Board of ~~Regents-Higher Education~~ Policy R482 *Bona Fide Financial Exigency and*
27 *Personnel Reduction*
- 28 2.11 Utah Board of ~~Regents-Higher Education~~ Policy R485 *Faculty Workload Guidelines*
- 29 2.12 Utah Board of ~~Regents-Higher Education~~ Policy R840 *Institutional Business*
30 *Communications*
- 31 2.13 UVU Policy 114 *Conflict of Interest and Commitment*
- 32 2.14 UVU Policy 133 *Compliance with Government Records Access and Management Act*
- 33 2.15 UVU Policy 136 *Intellectual Property*
- 34 2.16 UVU Policy 137 *Sponsored Programs (~~Grants, Contracts, Cooperative Agreements~~)*
- 35 2.17 UVU Policy 154 *Workplace Violence*
- 36 2.17 UVU Policy 155 *Alcohol- and Drug-Free Workplace*
- 37 2.18 UVU Policy 161 *Freedom of Speech*
- 38 2.19 UVU Policy 162 *Title IX Sexual Harassment-*
- 39 2.20 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*
- 40 2.21 UVU Policy 326 *Workplace Conduct*
- 41 ~~2.21~~2.22 UVU Policy 365 *Consulting Leave*
- 42 ~~2.22~~ UVU Policy 324 *Drug-free Workplace*
- 43 2.23 UVU Policy 541 *Student Code of Conduct*
- 44 2.24 UVU Policy 542 *FERPA (Student Records Act)*~~*Access (Student Privacy/FERPA)*~~
- 45 2.25 UVU Policy 601 *Classroom Instruction and Management*
- 46 2.26 UVU Policy 606 *Adoption of Course Materials and Textbooks*
- Policy 635 *Faculty Rights and Professional Responsibilities*



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- 47 **2.27** UVU Policy 632 *Assignment and Advancement in Academic Rank*
- 48 **2.28** UVU Policy 633 ~~*Annual Faculty Reviews*~~*Faculty Performance Evaluation and Feedback*
- 49 ~~**2.29** UVU Policy 636 *Research Ethics and Compliance*~~
- 50 ~~**2.30**~~**2.29** UVU Policy 637 *Faculty Tenure*
- 51 ~~**2.31**~~**2.30** UVU Policy 639 *Adjunct Faculty*
- 52 ~~**2.32**~~**2.31** UVU Policy 641 *Salaried Faculty Workload–Academic Year*
- 53 ~~**2.33**~~**2.32** UVU Policy 644 *Appointment and Responsibilities of Department Chairs*
- 54 ~~**2.34**~~**2.33** UVU Policy 646 *Faculty Appeals for Retention, Tenure and Promotion*
- 55 ~~**2.35**~~**2.34** UVU Policy 647 *Faculty Grievance*
- 56 **2.35** UVU Policy 648 *Faculty Personnel Reduction (Interim Policy)*
- 57 ~~**2.36** UVU Policy 660~~**2.36** *Research Ethics and Compliance*
- 58 ~~**2.36**~~

3.0 DEFINITIONS

- 59 **3.1 Civility:** Claiming and caring for one's own identity, needs, or beliefs without degrading
60 someone else or someone else's identity, needs, or beliefs in the process.
- 61 **3.2 Faculty:** For the purposes of this policy, an employee hired into a faculty position
62 categorized as a full-time, benefits-eligible employee, whether tenured, tenure-track, or non-
63 tenure track.
- 64 **3.3 Impermissible academic assistance:** Impermissible academic assistance includes but is not
65 limited to the provision or arrangement of
- 66 **3.3.1** Substantial assistance that is not generally available to an institution's students when this
67 assistance results in the certification of a student-athlete's eligibility to participate in
68 intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point. While
69 determination of what constitutes 'substantial' assistance is fact-specific, substantial assistance
70 generally includes a considerable amount of assistance provided to the student-athlete that is of
71 significant value to the student-athlete and not generally available or offered to non-student
72 athletes.



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3.3.2 An academic exception that results in a grade change, academic credit, or fulfillment of a graduation requirement when such an exception is not generally available to the institution's students and the exception results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point.

3.4 Research misconduct: Fabrication, falsification, plagiarism, willful disregard of policies related to research, or other practices that seriously deviate from practices that are commonly accepted within the academic research community for proposing, conducting, or reporting research. This does not include honest errors or honest differences in interpretations or judgments of data or data sets interpretation of.

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

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

4.0 POLICY

4.1 Scope of this Policy

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

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

4.2 Academic Freedom



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

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

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

4.3 University Obligations to Faculty

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

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

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

4.3.4 Subject to university, curriculum, and scheduling needs, faculty members shall be assigned reasonable workloads sufficient to carry out their individual duties consistent with university policy and in accordance with Utah Board of [Regents' Higher Education](#) Policy R312 *Utah*



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*System of Higher Education and Institutional Missions and Roles, [Utah Board of Higher Education](#) Policy R485 *Faculty Workload Guidelines* and UVU Policy 641 *Salaried Faculty Workload—Academic Year*.*

4.4 General Rights and Responsibilities

4.4.1 In their interactions with other faculty members, administrators, staff members, and university community members, faculty members shall conduct themselves with reasonable standards of professionalism. Examples of inappropriate behavior include but are not limited to requiring the performance of inappropriate personal services; assigning tasks for punishment rather than for educational or job-related reasons; intentional disruption of teaching, research, service, or administrative activities; and neglect of necessary communications with students and other employees.

4.4.2 Delegated by the Utah State Board of [Regents Higher Education](#), the President has the authority to develop policy for the institution subject to the approval of the UVU Board of Trustees. Faculty members shall comply with all current university policies and procedures applicable to employees, including faculty.

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

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

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



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179 **4.4.6** Faculty members have a right to due process commensurate with their faculty
180 appointment—as set forth in Policy 648 and other applicable university policies including Policy
181 648—in any disciplinary matter. This includes a right to be heard, a right to decision and review
182 by impartial persons or bodies, and a right to adequate notice.

183 **4.4.7** To the extent permissible by law and university policy, faculty, staff, administrators, and
184 students have a right to privacy in their dealings with the University, including the right to expect
185 that certain records of their association with the University are treated as confidential. Faculty
186 members shall not access, use, or disclose private or confidential information, unless permitted
187 by applicable law or university policy. Faculty members shall also store and dispose of records
188 containing private or confidential information, including those stored electronically, in
189 accordance with law and university policy.

190 **4.4.8** All faculty members shall complete trainings required by President’s Council, their
191 department chair, their dean, or the Provost by the stated deadlines.

192 **4.4.8.1** Faculty members have a right to fair notice of any required trainings in advance of the
193 deadline. Fair notice must be in writing (email is acceptable) and at least 60 calendar days in
194 advance of the deadline, excluding holidays, off-contract periods (e.g., summers), and university-
195 approved leaves of absence (other than vacation, personal, and consulting leave).

196 **4.5 Rights and Responsibilities in Teaching**

197 **4.5.1** Faculty members shall encourage the pursuit of learning in an atmosphere of civility and
198 respect, respect the rights of others, exhibit and foster honest academic conduct, and evaluate
199 students based on fair and objective criteria outlined in the course objectives and syllabi. (See
200 AAUP’s *Statement on Professional Ethics*).

201 **4.5.2** Faculty members are entitled to academic freedom in the classroom in discussing their
202 subject, but they should be careful not to introduce into their teaching controversial matter that
203 has no relation to the subject of the course (see AAUP, 1940, 1970). Faculty members shall
204 adhere to the subject matter and course objectives as stated in course catalogs and syllabi.

205 **4.5.3** Faculty members shall not require students to accept their personal beliefs or opinions.
206 Where faculty members find it pedagogically useful to advocate a position on controversial
207 matters, they shall exercise care to ensure that opportunities exist for students to consider other
208 views.

209 **4.5.4** Faculty members have a responsibility to maintain their teaching competence and strive for
210 improvement as needed. Faculty members shall engage in reasonable and substantial preparation
211 for the teaching of their courses, appropriate to the educational objectives to be achieved and
212 consistent with the standards of the discipline. Faculty members shall strive to create learning
213 environments that promote free inquiry and critical thinking.



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

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

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

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

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

4.6 Rights and Responsibilities in Professional Activities, Scholarship, and Creative Work

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

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

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

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

4.7 Rights and Responsibilities in Service



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248 **4.7.1** UVU is committed to serving both university and public communities. Faculty members
249 shall uphold the University's commitment to service by carrying out service relevant to the
250 University's mission and as expected in their respective RTP criteria and/or university policies
251 and procedures.

252 **4.7.2** Except in extenuating circumstances and absent teaching a scheduled course, faculty
253 members shall attend department meetings on a regular basis to provide input regarding
254 department decision-making.

255 **4.7.3** Faculty members shall support their departments, colleges/schools, and University by
256 actively participating in committees, task forces, university councils, and/or other activities
257 relevant to the mission of the University. Faculty members shall be active, responsive,
258 constructive, and civil in their service on committees of all levels. Faculty members shall accept
259 reasonable departmental requests for collaboration pertaining to the faculty's area of study,
260 pedagogical and scholarly goals, or goals of the department and school.

261 **4.7.4** To ensure faculty control over faculty areas, senior faculty members are responsible to
262 provide advice and assistance to their junior faculty colleagues as needed concerning matters
263 including but not limited to retention, tenure, and promotion policies, processes, and criteria.

264 **4.7.5** Faculty members shall perform formal annual reviews and other evaluations of colleagues
265 as may be required by policy; formal evaluations shall be conducted professionally and
266 objectively, respecting and defending the free inquiry of colleagues.

267 **4.7.6** Faculty members shall support their disciplines, professional organizations, and
268 communities by participating in activities and groups that are directly related to their disciplines
269 and to the mission of the University, including but not limited to service in professional societies,
270 planning or chairing conferences or conference sessions, participating in peer review for their
271 professional or discipline organizations, or reviewing materials for publication, exhibit, or
272 performance, per department RTP criteria.

273 **4.8 Rights and Responsibilities to Members of the University Community**

274 **4.8.1** Faculty members shall address workplace conflicts openly, professionally, and respectfully,
275 which can include appropriate mediation, prompt attention to complaints, and good faith efforts
276 to resolve issues.

277 **4.8.1.1** Faculty members have the right to no cost, formal or informal conflict resolution or
278 consultation services or training through university Faculty Relations services when attempting
279 to resolve workplace conflicts. See Section 5.4.6.2.

280 **4.8.2** Faculty members shall not purposely mislead the university by misrepresenting their
281 qualifications as a faculty member or eligibility for university employee benefits.



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

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

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

4.8.6 When conducting email correspondence with the university or as required by UVU policies and Utah Board of [Regents' Higher Education](#) Policy R840, faculty members shall use their university-assigned email. Faculty members and the university shall comply with applicable policies and protocols regarding faculty members' use of email, including UVU Policy 4461 [Appropriate Use of Computing Facilities](#) [Privacy and Disclosure](#) and the Utah Board of [Regents' Higher Education](#) Policy R840 *Institutional Business Communications*.

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

4.9 Rights and Responsibilities in University Governance

4.9.1 Faculty members have the right and responsibility to participate in the governance of the University in accordance with Utah law, Utah Board of [Regents' Higher Education](#) policies, and university policies.

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

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



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316 **4.9.4** Where their rank and status are appropriate, faculty members have the right to vote on
317 faculty appointments, promotions, and tenure, and to vote for representatives to college and
318 university representative bodies.

319 **4.9.5** Subject to approval by the President, Board of Trustees, federal and state authorities, and
320 accrediting bodies, the faculty set the requirements for the degrees offered, determine when
321 students have met the requirements, and recommend to the President and Board of Trustees the
322 granting of degrees.



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5.0 PROCEDURES

5.1 Rights and Responsibilities in Teaching

5.1.1 Curriculum

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

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

5.1.2 Course Instruction

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

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

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



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

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

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

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

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

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

5.2 Rights and Responsibilities in Professional Activities, Scholarship, and Creative Work

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

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

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

5.3 Rights and Responsibilities in University Governance

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



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5.3.2 Faculty members have the right to present position-related concerns to their dean through their department chair. If they feel the department chair is not adequately representing them, they have the right to address that concern with the dean. If faculty feel the dean is not adequately representing them, they shall have the right to address that concern with the [Associate Deputy Provost](#) directly or through appropriate Faculty Senate representatives by submitting concerns to the Faculty Relations Manager in accordance with [UVU Policy 646 Faculty Grievances](#).

POLICY HISTORY		
Date of Last Formal Review: Click here to enter a date.		
Due Date of Next Review: Click here to enter a date.		
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
September 30, 2020	Non-substantive change made in section 2.0: Policy 636 was renumbered to 660.	President's Council and General Counsel
May 9, 2023	Non-substantive change: Updated reference for Policy 324 <i>Drug-free Workplace</i> to Policy 155 <i>Alcohol- and Drug-free Workplace</i> .	UVU General Counsel
	Limited scope changes approved as part of consulting policy bundle.	UVU Board of Trustees

*More information on the formal review can be found in Policy 101 section 4.7.3.



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POLICY 365 – Consulting Leave EXECUTIVE SUMMARY

Policy Number and Title: 365 *Consulting Leave*, Policy 601 *Classroom Management*, Policy 635 *Faculty Rights and Professional Responsibilities*

Date: February 21, 2025

Sponsor: Marilyn Meyer

Steward(s): Drew Burke

Policy Process: Regular

Policy Action: Revision

Policy Office Editor: Cara O’Sullivan

Embedded Attorney: Cathy Jordan

Issues/Concerns (including fiscal, legal, and compliance impact):

The policy lacks clarity or is missing policy guidance in the following areas:

1. Which classification of employees (faculty and staff) are covered and prioritizing university responsibilities versus external employment.
2. There are no limits on the amount of consulting leave that can be used. Leave is fully paid and allows the employee to be paid their full salary and benefits while also being paid for their consulting work.
3. Ensuring employees do not represent their consulting work as affiliated with the University, use UVU trademarks, or improperly utilize university time, property, and resources.
4. Streamlining the request and approval process and ensuring requests align with the employee’s expertise, professional development, and university interests.
5. Ensuring eligibility requires completion of required training, conflict of interest disclosure, and no active university sanctions.

Suggested Changes:

Clarity on Policy Scope and Work Commitment: The policy applies to full-time employees, including faculty, executives, and staff. Added clear expectations that employees must prioritize their university responsibilities, and external employment or consulting activities must not interfere with their designated work schedule or duties.

Consulting Leave Provisions: The university allows full-time employees up to 12 unpaid days of consulting leave per calendar year, granted at the university’s discretion. This aligns with other USHE institutions.



UTAH VALLEY UNIVERSITY

Policies and Procedures

Consulting leave must be used when consulting occurs during the designated work schedule, and accrued vacation or personal leave must be used for missed work time.

Employees may consult outside their regular designated work schedule as long as those activities do not negatively affect their university employment, and they do not represent their consulting work as affiliated with the university, use UVU trademarks, or improperly utilize university time, property, and resources.

Authorization and Eligibility: Employees must request and receive prior approval for consulting leave, ensuring it aligns with their expertise, professional development, and university interests. Eligibility requires completion of required training, conflict of interest disclosure, and no active university sanctions.

Restrictions and Compliance: Consulting leave does not apply to university-related activities, personal projects, or consulting unrelated to an employee's expertise. Employees cannot represent their consulting work as affiliated with the university, use UVU trademarks, or improperly utilize university property.

Streamlined Application Process and Administrative Oversight Clarified: Employees must submit a written request detailing the consulting work, dates, and relevance to their expertise.

Supervisors and deans review and approve requests, and Payroll and People and Culture track all consulting leave usage.

Bundled Policy Actions

- Policy 323 – Delete as the content will be moved to and addressed in Policy 365
- Policy 601 - *Classroom Instruction and Management*: References to consulting leave already removed from temporary policy
- Policy 635 – *Guidelines for Consulting*: Update reference in section “2.22 UVU Policy 323 Guidelines for Consulting” to UVU Policy 365 – *Consulting Leave*

Requested Approval from President's Council: This Policy bundle has been stalled in Stage 2 of the policy process. This Executive Summary is a courtesy refresher of the policy updates and changes.

Proposed Drafting Committee: [Click here to enter the names of the proposed members of the policy drafting committee.](#)

Target Date for Stage 1 Draft to Enter Stage 2: [Click here to enter a date.](#)

Target Date for Board of Trustees Review: [Click here to enter a date.](#)

Policy 635 *Faculty Rights and Professional Responsibilities*