



UTAH VALLEY UNIVERSITY Policies and Procedures

Proposed Policy Number and Title: <i>635 Faculty Rights and Professional Responsibilities</i>		
Current Policy Number and Title: <i>635 Faculty Rights and Professional Responsibilities</i>		
Approval Process*		
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POLICY APPROVAL PROCESS DATES		
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POLICY TITLE	Faculty Rights and Professional Responsibilities	Policy Number	635
Section	Academics	Approval Date	October 14, 2025
Subsection	Faculty	Effective Date	October 14, 2025
Responsible Office	Office of the Provost	Last Review	October 14, 2025

1.0 PURPOSE

1 **1.1** Institutions of higher education exist for the common good, which depends upon the free
2 search for knowledge and its free expression. In support of its mission, Utah Valley University is
3 committed to fostering a culture of academic rigor and professional excellence while operating
4 ethically, effectively, and in compliance with legal requirements. These commitments require
5 dedication from the University and its faculty to both academic freedom and professional
6 responsibility. This policy sets forth the rights and responsibilities of faculty members consistent
7 with principles of academic freedom and professional responsibility as articulated in the *1940*
8 *Statement of Principles on Tenure and Academic Freedom and Tenure (AAUP)* and the *1966*
9 *Statement on Professional Ethics (AAUP)*, respectively.

2.0 REFERENCES

- 10 **2.1** *Family Educational Rights and Privacy Act of 1974 (FERPA)*, 20 U.S.C. § 1232g (1974)
- 11 **2.2** *Title VII of the Civil Rights Act of 1964*, 42 U.S.C. § 2004 (1971)
- 12 **2.3** *Title IX of the Educational Amendments of 1972*, 20 U.S.C. § 1681 et seq. (1972)
- 13 **2.4** *Institutional Programs Generally*, Utah Code Ann. § 53B-16-101 (2017)
- 14 **2.5** *Utah Governmental Immunity Act*, Utah Code Ann. § 63G-7-101 (2017)
- 15 **2.6** *1940 Statement of Principles on Tenure and Academic Freedom*, American Association of
16 University Professors (AAUP)
- 17 **2.7** *Statement on Professional Ethics*, AAUP, 1966, 1987, 2009
- 18 **2.8** Utah Board of Higher Education Policy R312 *Utah System of Higher Education and*
19 *Institutional Missions and Roles*
- 20 **2.9** Utah Board of Higher Education Policy R481 *Academic Freedom, Professional*
21 *Responsibility, Tenure, Termination, and Post-Tenure Review*



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- 22 **2.10** Utah Board of Higher Education Policy R482 *Bona Fide Financial Exigency and Personnel*
23 *Reduction*
- 24 **2.11** Utah Board of Higher Education Policy R485 *Faculty Workload Guidelines*
- 25 **2.12** Utah Board of Higher Education Policy R840 *Institutional Business Communications*
- 26 **2.13** UVU Policy 114 *Conflict of Interest and Commitment*
- 27 **2.14** UVU Policy 133 *Compliance with Government Records Access and Management Act*
- 28 **2.15** UVU Policy 136 *Intellectual Property*
- 29 **2.16** UVU Policy 137 *Sponsored Programs*
- 30 **2.17** UVU Policy 155 *Alcohol- and Drug-Free Workplace*
- 31 **2.18** UVU Policy 161 *Freedom of Speech*
- 32 **2.19** UVU Policy 162 *Title IX Sexual Harassment*
- 33 **2.20** UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*
- 34 **2.21** UVU Policy 326 *Workplace Conduct*
- 35 ~~2.21~~**2.22** UVU Policy 361 *Employee Leave (Temporary)*
- 36 ~~2.22~~~~2.23~~ UVU Policy 365 *Consulting Leave*
- 37 ~~2.23~~~~2.24~~ UVU Policy 541 *Student Code of Conduct*
- 38 ~~2.24~~~~2.25~~ UVU Policy 542 *FERPA (Student Records [Privacy Act](#))*
- 39 ~~2.25~~~~2.26~~ UVU Policy 601 *Classroom Instruction and Management*
- 40 ~~2.26~~~~2.27~~ UVU Policy 606 *Adoption of Course Materials and Textbooks*
- 41 ~~2.27~~~~2.28~~ UVU Policy 632 *Assignment and Advancement in Academic Rank*
- 42 ~~2.28~~~~2.29~~ UVU Policy 633 *Faculty Performance Evaluation and Feedback*
- 43 ~~2.29~~~~2.30~~ UVU Policy 637 *Faculty Tenure*
- 44 ~~2.30~~~~2.31~~ UVU Policy 639 *Adjunct Faculty*
- 45 ~~2.31~~~~2.32~~ UVU Policy 641 *Salaried Faculty Workload–Academic Year*
- Policy 635 *Faculty Rights and Professional Responsibilities*



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46 ~~2.32~~ UVU Policy 644 *Appointment Selection and Responsibilities of Department*
47 *Leadership Chairs*

48 ~~2.33~~ UVU Policy 646 *Faculty Appeals for Retention, Tenure and Promotion*

49 ~~2.34~~ UVU Policy 647 *Faculty Grievance*

50 ~~2.35~~ UVU Policy 648 *Faculty Personnel Reduction (Interim Policy)*

51 ~~2.36~~2.34 UVU Policy 660 *Research Ethics and Compliance*

52

3.0 DEFINITIONS

53 **3.1 Civility:** Claiming and caring for one's own identity, needs, or beliefs without degrading
54 someone else or someone else's identity, needs, or beliefs in the process.

55 **3.2 Faculty:** For the purposes of this policy, an employee hired into a faculty position
56 categorized as a full-time, benefits-eligible employee, whether tenured, tenure-track, or non-
57 tenure track.

58 **3.3 Impermissible academic assistance:** Impermissible academic assistance includes but is not
59 limited to the provision or arrangement of

60 **3.3.1** Substantial assistance that is not generally available to an institution's students when this
61 assistance results in the certification of a student-athlete's eligibility to participate in
62 intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point. While
63 determination of what constitutes 'substantial' assistance is fact-specific, substantial assistance
64 generally includes a considerable amount of assistance provided to the student-athlete that is of
65 significant value to the student-athlete and not generally available or offered to non-student
66 athletes.

67 **3.3.2** An academic exception that results in a grade change, academic credit, or fulfillment of a
68 graduation requirement when such an exception is not generally available to the institution's
69 students and the exception results in the certification of a student-athlete's eligibility to
70 participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate
71 point.

72 **3.4 Instructional contract period:** For purposes of this policy, the instructional contract period
73 typically begins a week before classes begin and ends at 11:59 p.m. on the day grades are due.



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74 [3.5 Personal Leave: Leave intended to address personal business and emergencies that require](#)
75 [the faculty member's absence from work. See section 5.9 of UVU Policy 361 *Employee Leave*](#)
76 [\(*Temporary*\)](#).

77 **3.43.6 Research misconduct:** Fabrication, falsification, plagiarism, willful disregard of policies
78 related to research, or other practices that seriously deviate from practices that are commonly
79 accepted within the academic research community for proposing, conducting, or reporting
80 research. This does not include honest errors or honest differences in interpretations or
81 judgments of data or data sets interpretation of.

82 **3.53.7 Retention, tenure, and promotion (RTP) criteria:** Program/department criteria
83 corresponding to teaching, scholarship/creative works, and service, outlining requirements for
84 the achievement of retention (including post-tenure), tenure, and promotion for tenure-track and
85 tenured faculty members in compliance with university policies.

86 **3.63.8 Sponsored Research:** Systematic study directed toward enhanced scientific or scholarly
87 knowledge or toward understanding of the subject matter, or the use of such knowledge or
88 understanding directed toward the production of useful materials, devices, systems, or methods
89 that is funded through a sponsored program. All sponsored research will be in accordance with
90 Policy 137. Academic tasks undertaken for the sole purpose of furthering personal knowledge or
91 understanding of the subject matter, such as assignments in undergraduate courses, are not
92 considered “research” under this policy.

4.0 POLICY

93 4.1 Scope of this Policy

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

99 **4.1.2** Procedures, rights, responsibilities, and duties specified in section 5.0 apply to all faculty
100 members as defined in section 3.3. Procedures, rights, and responsibilities may be specified by
101 individual departments or other university policies or guidelines, as approved by appropriate
102 entities.

103 4.2 Academic Freedom

104 **4.2.1** All faculty members are free to discuss any matter in the classroom related to the subject of
105 the course, to explore all avenues of scholarship, research, and creative expression, and to speak
106 or write without institutional discipline or restraint on matters of public concern, inside and



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107 outside the academic context, including matters related to professional duties and the functioning
108 of the University. Whether it engenders hostility, pressure, or praise for the University, this
109 freedom of expression shall remain secure for UVU faculty. When faculty members engage in
110 their constitutionally protected exercises of freedom of expression, assembly, and association,
111 including lawful participation in political activities as private citizens, these exercises do not
112 violate their duties to UVU or its members or profession.

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

120 **4.2.3** Faculty shall not use academic freedom or freedom of speech as a pretext to discriminate or
121 create a hostile environment within the meaning of Title IX of the Educational Amendments of
122 1972, Title VII of the Civil Rights Act of 1964, or other applicable laws. Academic freedom
123 does not permit faculty members to violate the rights of students or other employees secured by
124 law and UVU policies. Faculty shall also not use academic freedom in the classroom as a pretext
125 to discuss controversial matter that is unrelated to their subject.

126 **4.3 University Obligations to Faculty**

127 **4.3.1** Consistent with Utah law, the University shall provide faculty members support in
128 professional activities inside and outside the classroom, on and off campus, in defense of
129 academic freedom and in defense of any resulting litigation. For purposes of this policy,
130 professional activities are those described or required by each department's RTP criteria.

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

136 **4.3.3** Faculty members have a right to reasonable assistance from the University in improving
137 their skills and developing their talents related to their job duties.

138 **4.3.4** Subject to university, curriculum, and scheduling needs, faculty members shall be assigned
139 reasonable workloads sufficient to carry out their individual duties consistent with university
140 policy and in accordance with Utah Board of Higher Education Policy R312 *Utah System of*
141 *Higher Education and Institutional Missions and Roles*, Utah Board of Higher Education Policy
142 *R485 Faculty Workload Guidelines* and UVU Policy 641 *Salaried Faculty Workload—Academic*
143 *Year*.



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144 4.4 General Rights and Responsibilities

145 4.4.1 In their interactions with other faculty members, administrators, staff members, and
146 university community members, faculty members shall conduct themselves with reasonable
147 standards of professionalism. Examples of inappropriate behavior include but are not limited to
148 requiring the performance of inappropriate personal services; assigning tasks for punishment
149 rather than for educational or job-related reasons; intentional disruption of teaching, research,
150 service, or administrative activities; and neglect of necessary communications with students and
151 other employees.

152 4.4.2 Delegated by the Utah State Board of Higher Education, the President has the authority to
153 develop policy for the institution subject to the approval of the UVU Board of Trustees. Faculty
154 members shall comply with all current university policies and procedures applicable to
155 employees, including faculty.

156 4.4.3 Faculty members shall competently perform their responsibilities as teachers and members
157 of the faculty at a regional university per Utah Code Section 53B-16-101. Decisions related to a
158 faculty member's competence in the areas of teaching, scholarship, responsibility, and service
159 will be based on UVU policies and guidelines and will be consistent with relevant college or
160 departmental criteria.

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

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

178 4.4.6 Faculty members have a right to due process commensurate with their faculty
179 appointment—as set forth in Policy 6498 and other applicable university policies including
180 Policy 6498—in any disciplinary matter. This includes a right to be heard, a right to decision and
181 review by impartial persons or bodies, and a right to adequate notice.



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182 **4.4.7** To the extent permissible by law and university policy, faculty, staff, administrators, and
183 students have a right to privacy in their dealings with the University, including the right to expect
184 that certain records of their association with the University are treated as confidential. Faculty
185 members shall not access, use, or disclose private or confidential information, unless permitted
186 by applicable law or university policy. Faculty members shall also store and dispose of records
187 containing private or confidential information, including those stored electronically, in
188 accordance with law and university policy.

189 **4.4.8** All faculty members shall complete trainings required by President's Council, their
190 department chair, their dean, or the Provost by the stated deadlines.

191 **4.4.8.1** Faculty members have a right to fair notice of any required trainings in advance of the
192 deadline. Fair notice must be in writing (email is acceptable) and at least 60 calendar days in
193 advance of the deadline, excluding holidays, off-contract periods (e.g., summers), and university-
194 approved leaves of absence (other than vacation, personal, and consulting leave).

195 **4.5 Rights and Responsibilities in Teaching**

196 **4.5.1** Faculty members shall encourage the pursuit of learning in an atmosphere of civility and
197 respect, respect the rights of others, exhibit and foster honest academic conduct, and evaluate
198 students based on fair and objective criteria outlined in the course objectives and syllabi. (See
199 AAUP's *Statement on Professional Ethics*).

200 **4.5.2** Faculty members are entitled to academic freedom in the classroom in discussing their
201 subject, but they should be careful not to introduce into their teaching controversial matter that
202 has no relation to the subject of the course (see AAUP, 1940, 1970). Faculty members shall
203 adhere to the subject matter and course objectives as stated in course catalogs and syllabi.

204 **4.5.3** Faculty members shall not require students to accept their personal beliefs or opinions.
205 Where faculty members find it pedagogically useful to advocate a position on controversial
206 matters, they shall exercise care to ensure that opportunities exist for students to consider other
207 views.

208 **4.5.4** Faculty members have a responsibility to maintain their teaching competence and strive for
209 improvement as needed. Faculty members shall engage in reasonable and substantial preparation
210 for the teaching of their courses, appropriate to the educational objectives to be achieved and
211 consistent with the standards of the discipline. Faculty members shall strive to create learning
212 environments that promote free inquiry and critical thinking.

213 **4.5.5** Faculty members shall meet their obligations pertaining to course instruction, including
214 holding class as scheduled, presenting approved curriculum appropriate to the subject matter,
215 grading and responding to students in a timely manner, grading students on clear and objective
216 standards related to the course, and being available to assist students outside regularly scheduled
217 class times, as determined by the department/school/college.



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218 **4.5.6** Any faculty member or employee with authority to assign or recommend course materials
219 for any course offered by the University shall do so based on sound academic values and UVU
220 Policy 606 *Adoption of Course Materials and Textbooks*

221 [4.5.7 Any course content on the internet \(e.g. course management system\) or that which will](#)
222 [appear in computer and/or mobile apps must comply with the ADA Title II regarding technology](#)
223 [accessibility.](#)

224 **4.5.74.5.8** UVU is dedicated to providing a fair learning environment to all of its students.
225 Faculty members are prohibited from engaging in impermissible academic assistance as defined
226 above in section 3.3 and as prohibited by the National Collegiate Athletic Association. Faculty
227 members shall participate as necessary in any investigation into allegations of impermissible
228 academic assistance, including facilitating expedited investigations where appropriate.

229 **4.5.84.5.9** Faculty members shall not plagiarize ideas and works of students. When faculty
230 members and students work together, appropriate credit shall be given to students. Faculty
231 members shall not limit or curtail the right of any student to publish or otherwise communicate
232 the result of the student's own independent scholarly activities.

233 **4.5.94.5.10** Faculty members shall not use their positions and authority to obtain uncompensated
234 labor or to solicit gifts or favors from students. Faculty members shall not ask students to
235 perform services unrelated to legitimate requirements of a course unless the student is reasonably
236 compensated for such services and the service rendered does not violate any law or university
237 policy.

238 **4.6 Rights and Responsibilities in Professional Activities, Scholarship, and Creative Work**

239 **4.6.1** Faculty members have a responsibility to maintain their scholarly/creative competence and
240 strive for improvement as needed.

241 **4.6.2** Faculty members shall uphold the academic and ethical standards of professional behavior
242 in scholarly and creative endeavors established by the University and by their respective
243 discipline(s).

244 **4.6.3** Faculty members are entitled to full freedom in research and creative works and in the
245 publication, display, and exhibition of the results, subject to the acceptable performance of their
246 other academic duties and compliance with state and federal regulations and university policy.

247 **4.6.4** Faculty members shall exercise reasonable care in meeting their obligations to their
248 associates when they are engaged in joint research or some other professional effort.

249 **4.7 Rights and Responsibilities in Service**



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

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

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

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

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

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

275 **4.8 Rights and Responsibilities to Members of the University Community**

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

279 **4.8.1.1** Faculty members have the right to no cost, formal or informal conflict resolution or
280 consultation services or training through university Faculty Relations services when attempting
281 to resolve workplace conflicts. See Section 5.3.4.6.2.

282 **4.8.2** Faculty members shall not purposely mislead the university by misrepresenting their
283 qualifications as a faculty member or eligibility for university employee benefits.



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284 **4.8.3** Faculty members shall avoid exploiting the university's name or their own relation with the
285 university for personal reasons unrelated to their legitimate academic or professional activities.
286 They must not intentionally create the impression, in public appearances or statements, that they
287 are representing the university, unless in fact, they are.

288 **4.8.4** Faculty members shall respect university property and programs, and shall respect and
289 acknowledge, when appropriate, the legitimate activities and contributions of other persons on
290 the university campus.

291 **4.8.5** Faculty members shall not purposely incite others to engage in unlawful activity.

292 **4.8.6** When conducting email correspondence with the university or as required by UVU policies
293 and Utah Board of Higher Education Policy R840 *Institutional Business Communications*,
294 faculty members shall use their university-assigned email. Faculty members and the university
295 shall comply with applicable policies and protocols regarding faculty members' use of email,
296 including UVU Policy 446 *Privacy and Disclosure* and the Utah Board of Higher Education
297 Policy R840 *Institutional Business Communications*.

298 **4.8.7** Faculty members are responsible to maintain confidentiality of privileged or confidential
299 information and may face disciplinary action for any unauthorized disclosure or misuse, even if
300 it is unintentional.

301 **4.9 Rights and Responsibilities in University Governance**

302 **4.9.1** Faculty members have the right and responsibility to participate in the governance of the
303 University in accordance with Utah law, Utah Board of Higher Education policies, and
304 university policies.

305
306 **4.9.2** Pursuant to relevant university policies and procedures, faculty members have primary
307 responsibility for curriculum, subject matter and methods of instruction, research, creative
308 works, performance, and faculty status.

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



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

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

325

5.0 PROCEDURES

326 **5.1 Rights and Responsibilities in Teaching**

327 [5.1.1 Personal Leave](#)

328 [5.2 Personal leave must be taken in increments of no less than 3.5-hours and may not exceed the](#)
329 [number of personal leave hours the faculty member has available.](#)

330 [5.2.1.1 For non-emergency leave, faculty must obtain prior approval from their department chair.](#)

331 [5.2.1.2 Coverage plans during a faculty member's absence must be approved by or determined](#)
332 [by the department chair in consultation with the dean.](#)

333 [5.2.1.3 To ensure personal leave is applied consistently, deans will collaborate with department](#)
334 [chairs to create additional personal leave guidelines.](#)

335 [5.1-15.2.2 Curriculum](#)

336 [5.1-15.2.2.1](#) Subject to curriculum and accreditation needs and guidelines of departments,
337 colleges/schools, and the University, faculty members shall design, review, and revise
338 curriculum and courses.

339 [5.1-15.2.2.2](#) Faculty members have the right and responsibility to develop and improve their
340 pedagogy, course, and materials.

341 [5.1-25.2.3 Course Instruction](#)

342 [5.1-25.2.3.1](#) Faculty and employees assigning self-authored course materials shall follow UVU
343 Policy 606 *Adoption of Course Materials and Textbooks*. Except for reimbursement of out-of-
344 pocket costs, faculty and employees may not accept or retain royalties or any other personal
345 compensation or material benefit from the sale or furnishing of course materials they authored to
346 students in their own classes, in any classes in their department, or department/college for which



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347 they have authority to assign or recommend course materials. They may, however, 1) designate
348 such royalties or compensation into a department-wide fund, as approved by the college/school
349 dean in consultation with the university Compliance Officer; or 2) written evidence
350 demonstrating arrangements with the publisher and bookstore under which the faculty member's
351 royalty or personal compensation is deducted from the price of the materials.

352 [5.1.2.25.2.3.2](#) At the beginning of the course, faculty members shall supply a syllabus for each
353 course they teach that clearly communicates course structure, schedule, student expectations,
354 expected course outcomes and methods of assessment. Each syllabus shall also include the
355 university-approved disability accommodation, religious accommodation, and Title IX
356 statements, which can be found on Canvas. Faculty members set appropriate standards for
357 student performance in their courses, subject to university standards. Faculty members shall
358 adhere to the subject matter and course objectives as stated in course catalogs and syllabi,
359 however, faculty have the right to modify syllabi during a course to meet the needs of the course,
360 provided students have reasonable notice.

361 [5.1.2.35.2.3.3](#) Faculty members are expected to meet their regularly scheduled classes and hold
362 class for the scheduled length. Alteration of schedules, cancellation or rescheduling of classes
363 may be done only for valid academic reasons and after adequate notice to students and the
364 department chair. Any faculty member anticipating an absence of more than one week in length
365 or two weeks total in a semester must have the approval of their chair and dean before the first
366 absence takes place. [Personal vacations that interfere with teaching responsibilities are not](#)
367 [permissible during the semester.](#) Failure to meet scheduled classes without prior notice to
368 students and department chair is excusable only for extenuating reasons beyond the control of
369 faculty members. Faculty who wish to alter course schedules, content, or delivery to meet non-
370 university professional obligations must seek prior approval as specified in Policy 365
371 Consulting *Leave*.

372 [5.2.3.4](#) Faculty are expected to teach as scheduled for the full duration of their instructional
373 [contracted semesters. Faculty members are not permitted to alter or reduce their instructional](#)
374 [contract period.](#)

375 [5.1.2.45.2.3.5](#) Faculty members shall designate and teach courses as an alternative modality such
376 as online or hybrid only after completing the appropriate University approval process established
377 by Academic Affairs.

378 [5.1.2.55.2.3.6](#) In accordance with school/college guidelines, faculty members with teaching
379 responsibilities shall establish and maintain regular office hours, face to face and/or online, for
380 consultation with students, or otherwise ensure students are able to consult with them in a timely
381 manner on course-related matters.

382 [5.1.2.65.2.3.7](#) Faculty members shall not require students to attend class or submit any
383 assignments or assessments on a scheduled reading day. Faculty members shall adhere to UVU



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384 Policy 601 *Classroom Instruction and Management* when holding final exams or other
385 assessments.

386 [5.1.2.75.2.3.8](#) In accordance with university policies and department or school/college retention,
387 tenure, and promotion criteria, faculty members shall comply with reasonable and appropriate
388 requests for peer, supervisor, and student evaluations of their teaching.

389 [5.1.2.85.2.3.9](#) Faculty shall store personally identifiable student information only in university-
390 approved locations, systems, or devices.

391 [5.25.3](#) **Rights and Responsibilities in Professional Activities, Scholarship, and Creative** 392 **Work**

393 [5.2.15.3.1](#) Faculty members shall submit scholarly or creative works for peer or competitive
394 review per their department's RTP criteria. Such review may occur in a variety of academic or
395 professional venues, including but not limited to, conference presentations and proceedings,
396 symposia, seminars, exhibits, performances, and appropriate scholarly or professional
397 publications.

398 [5.2.25.3.2](#) Research and creative works conducted by faculty shall be in compliance with UVU
399 Policy 114 *Conflict of Interest and Commitment* and UVU Policy 136 *Intellectual Property*.

401 [5.2.35.3.3](#) Faculty members engaging in sponsored research shall consult with the Office of
402 Sponsored Programs (OSP) and follow applicable University policies.

403 [5.35.4](#) **Rights and Responsibilities in University Governance**

404 [5.3.15.4.1](#) Tenured and tenure-track faculty members and/or other eligible voters as determined
405 by the department shall have the right to elect and/or recall their department chair by majority
406 vote as provided in Policy 644 [Appointment Selection and Responsibilities of Department](#)
407 [Leadership Chairs](#).

408 [5.3.25.4.2](#) Faculty members have the right to present position-related concerns to their dean
409 through their department chair. If they feel the department chair is not adequately representing
410 them, they have the right to address that concern with the dean. If faculty feel the dean is not
411 adequately representing them, they shall have the right to address that concern with the Deputy
412 Provost directly or through appropriate Faculty Senate representatives [or by submitting concerns](#)
413 [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



UTAH VALLEY UNIVERSITY Policies and Procedures

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
October 14, 2025	Limited scope changes approved as part of consulting policy bundle.	UVU Board of Trustees
	Limited scope changes approved through regular policy process.	UVU Board of Trustees

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



POLICY 635 EXECUTIVE SUMMARY

Policy Number and Title: 635 Faculty Rights and Professional Responsibilities

Date:	February 10, 2025
Sponsor:	Wayne Vaught
Steward(s):	Kat Brown
Policy Process:	Regular
Policy Action:	Revision—Limited Scope
Policy Office Editor:	Amanda Cooke
Embedded Attorney:	N/A

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

Revisions will address these needed updates and clarifications to the policy:

Teaching Expectations: There is some misunderstanding among faculty regarding teaching expectations, such as taking personal vacation that interfere with holding regular class during the semester, and not altering or reducing their contract teaching period.

Technology Accessibility: Title II changes regarding technology accessibility requirements went into effect this past year and need to be specifically shared with faculty so we remain in compliance with the federal standards.

Suggested Changes:

- (1) Clarify personal vacation policy: Clearly state that personal vacations that interfere with holding regular class are not permissible during the semester.
- (2) Emphasize contractual teaching period: Reinforce that faculty are expected to teach for the full duration of their contracted semesters. Faculty members are not permitted to alter or reduce their contract period.
- (3) Federal compliance with Title II: Add a provision to inform faculty about the federal compliance requirements with Title II regarding ADA technology accessibility issues on apps and course content on the internet.

Requested Approval from President’s Council: Entrance to Stage 1

Proposed Drafting Committee: Kathren Brown, Nizhone Meza, Evelyn Porter, Wioleta Fedeczko, Susan Thackery



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Target Date for Stage 1 Draft to Enter Stage 2: 3/1/2025

Target Date for Board of Trustees Review: 4/30/2025



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EQUITY ASSESSMENT COMMITTEE (EAC) FORM

Policy Number and Title: 635 Faculty Code

Sponsor: Wayne Vaught
Steward(s): Kat Brown
EAC Review: February 6, 2026
Owner Review: [Click here to select the date.](#)

UVU Scope (Groups Impacted):

- | | |
|--|--|
| Adult learners | Pregnancy, pregnancy-related conditions |
| Age (40+) | Race and ethnicity |
| Color | Religion, spirituality, and worldviews |
| First-generation student status | Sex, gender identity, and gender expression |
| Individuals with apparent or non-apparent disabilities | Sexual orientation |
| National origin and citizenship status | Socioeconomic status |
| | Veteran status (including uniformed military status) |

Note: This form is for internal use only by the EAC and policy owners (sponsors, stewards, and coordinators). This form captures general equity concerns and those that impact the specific groups listed. This form will accompany the Stage 2 draft.

Section	Groups Impacted	General Equity	Equity Concern	Recommendation	Policy Owner Proposed Solution
			No equity concerns noted.		



OLICY APPROVAL PROCESS - STAGE 2
SUMMARY OF COMMENTS

SUMMARY OF COMMENTS (STAGE 2)			
Policy Number and Title: Policy 635 Faculty Rights and Responsibilities			
Sponsor:		Wayne Vaught	
Steward(s):		Kat Brown	
UVUSA	Academic Affairs Council	Faculty Senate	PACE
Date Presented: _____	Date Presented: <u>3-3-26</u>	Date Presented: _____	Date Presented: _____

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure) or is a substance comment (content, procedure, etc.)

Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
AAC				No comments	
PACE				No comments	
Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
Faculty Senate	Overall		X	The faculty senate supports the implementation of this policy if our comments are addressed.	



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				Vote Results: Support – 31 Do Not Support – 2 Abstain – 3	
Faculty Senate	Overall		X	<p>Personal leave is never clearly defined in this policy nor elsewhere. Please provide a definition of personal leave and the types of leave that faculty are entitled to. Alternatively, provide a reference policy 365 on leave once it moves out of temporary policy stages.</p> <p>Vote Results: Support – 36 Do Not Support – 0 Abstain – 0</p>	Added this to the definitions (section 3.5): Leave intended to address personal business and emergencies that require the employee’s absence from work. See UVU Policy 361 <i>Employee Leave</i> .
Faculty Senate	5.1.2.4		X	<p>Section 5.1.2.4 states that “Faculty are expected to teach as scheduled for the full duration of their instructional contracted semesters” and that faculty “are not permitted to alter or reduce their instructional contract period.”</p> <p>However, the policy does not address personal leave at all—whether it exists as a category of leave, whether faculty may request short-term absences for personal reasons, or how such absences should be managed (e.g., coverage expectations,</p>	<p>We added a new section:</p> <p>5.3.35.4.3 Personal Leave</p> <p>5.3.3.15.4.3.1 Personal leave must be taken in increments of no less than 3.5- hours and may not exceed the number of personal leave hours the faculty member has available.</p> <p>5.3.3.25.4.3.2 For non-emergency leave, faculty must obtain prior approval from their department chair.</p>



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				<p>supervisor approval, limits, or documentation).</p> <p>I recommend adding clarification regarding personal leave so that faculty and supervisors have consistent guidance. Without explicit language, departments may interpret expectations differently, leading to uneven applications of the policy. Could the drafting committee clarify the intent and provide parameters for personal leave use?</p> <p>Vote Results: Support – 36 Do Not Support – 0 Abstain - 0</p>	<p>5.3.3.35.4.3.3 Coverage plans during a faculty member’s absence must be approved by or determined by the department chair in consultation with the dean.</p> <p>5.3.3.45.4.3.4 To ensure personal leave is applied consistently, deans will collaborate with department chairs to create additional personal leave guidelines.</p>
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Campus Entity	Policy Section	Editorial Comment	Substance Comment	Concern	Sponsor/Steward Response
UVUSA	5.1.2.4		x	What are the consequences or repercussions if expectations are not met?	Policy 633 would guide the decisions about any consequences and repercussions.
UVUSA	5.1.2.4		x	How will this policy be enforced uniformly?	UVU’s faculty and programs are very diverse and therefore deans will play a role in ensuring consistency.



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UVUSA	5.1.2.4		x	Does the policy differ for faculty who work Monday–Friday vs. Tuesday–Thursday?	No.
UVUSA	5.1.2.4		x	Do faculty need to specify when they are leaving or provide advance notice?	It depends on the type of leave. This policy and Policy 361 lay out requirements for advance notice.
UVUSA	5.1.2.4		x	If a course or responsibility ends early, can faculty still travel?	According to Section 5.1.2.4 Faculty are not allowed to alter or reduce their contract period.
UVUSA	5.1.2.4		x	Would faculty be allowed to teach remotely while on vacation or switch to Zoom temporarily for other reasons?	Faculty members are not eligible for vacation leave. Personal leave is not a substitute for vacation leave. Other reasons are not addressed in this limited scope revision.
UVUSA	5.1.2.4		x	How would substitute instructors factor into this?	Faculty may not take vacation leave even if they have a substitute instructor.
UVUSA	5.1.2.4		x	Does this policy apply to summer professors as well?	Yes.