1-30-2013

UC Agenda 2013-01-30

Northern Illinois University
UNIVERSITY COUNCIL AGENDA  
Wednesday, January 30, 3 p.m.  
Holmes Student Center Sky Room

I. CALL TO ORDER

II. ADOPTION OF THE AGENDA

III. APPROVAL OF THE MINUTES OF THE DECEMBER 5, 2012 UC MEETING  
(distributed electronically)

IV. PRESIDENT’S ANNOUNCEMENTS

V. CONSENT AGENDA

A. 2022-2023 academic calendar – refer to University Affairs Committee – Page 4

B. Review and update Guidelines and Principles for Establishment of Academic Calendar – refer to University Affairs committee – Pages 5-6

C. Annual evaluation of the university ombudsperson, NIU Bylaws, Article 19.4 – refer to University Affairs Committee – Page 7

VI. REPORTS FROM COUNCILS, BOARDS AND STANDING COMMITTEES

A. FAC to IBHE – Sonya Armstrong – report

   November 16, 2012  
   December 7, 2012 – Pages 8-12 
   January 18, 2013 – Page 13

B. BOT Academic Affairs, Student Affairs and Personnel Committee – Kerry Freedman and Andy Small – report (carryover from December 5, 2012 meeting)

C. BOT Finance, Facilities and Operations Committee – Alan Rosenbaum and Greg Waas – report (carryover from December 5, 2012 meeting)

D. BOT Legislation, Audit, and External Affairs Committee – Todd Latham and Rosita Lopez – report (carryover from December 5, 2012 meeting)

E. BOT – Alan Rosenbaum – report

   November 8, 2012  
   December 6, 2012 – Page 14
F. Academic Policy Committee – Sean Farrell, Chair – no report

G. Resources, Space and Budgets Committee – Paul Carpenter, Chair – report – Page 15

H. Rules and Governance Committee – Melissa Lenczewski, Chair – no report

I. University Affairs Committee – Kathleen Coles, Chair – no report

J. Student Association – Delonte LeFlore, President, and James Zanayed, Speaker – report

K. Operating Staff Council – Andy Small, President – report

L. Supportive Professional Staff Council – Todd Latham, President – report – Page 16

M. Elections and Legislative Oversight Committee – Abhijit Gupta, Chair – no report

VII. UNFINISHED BUSINESS

A. SPS Grievance Procedure – revisions to APPM – Pages 17-29

VIII. NEW BUSINESS

A. Proposed revisions to NIU Bylaws, Article 14.6.4 Committee on the Undergraduate Curriculum – FIRST READING – Pages 30-31

IX. COMMENTS AND QUESTIONS FROM THE FLOOR

X. INFORMATION ITEMS

A. Minutes, Academic Planning Council
B. Minutes, Admissions Policies and Academic Standards Committee
C. Minutes, Athletic Board
D. Minutes, Campus Security and Environmental Quality Committee
E. Minutes, Committee on Advanced Professional Certification in Education
F. Minutes, Committee on the Improvement of Undergraduate Education
G. Minutes, Committee on Initial Teacher Certification
H. Minutes, Committee on the Undergraduate Academic Experience
I. Minutes, Committee on the Undergraduate Curriculum
J. Minutes, General Education Committee
K. Minutes, Graduate Council
L. Minutes, Honors Committee
M. Minutes, Operating Staff Council
N. Minutes, Supportive Professional Staff Council
O. Minutes, Undergraduate Coordinating Council
P. Minutes, University Assessment Panel
Q. Minutes, University Benefits Committee
R. A Guide to University Resources for Students Wishing to Resolve Various Complaints

XI. ADJOURNMENT
# ACADEMIC CALENDAR 2022 – 2023

## FALL SEMESTER 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16-19</td>
<td>Tuesday - Friday</td>
<td>Faculty meetings</td>
</tr>
<tr>
<td>August 22</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td>Labor Day (university closed)</td>
</tr>
<tr>
<td>November 23</td>
<td>Wednesday</td>
<td>Thanksgiving break begins</td>
</tr>
<tr>
<td>November 28</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 3</td>
<td>Saturday</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 5-10</td>
<td>Monday - Saturday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December 10</td>
<td>Saturday</td>
<td>Fall graduate commencement</td>
</tr>
<tr>
<td>December 11</td>
<td>Sunday</td>
<td>Fall Undergraduate commencement</td>
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## SPRING SEMESTER 2023

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<th>Event</th>
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<tbody>
<tr>
<td>January 9-13</td>
<td>Monday - Friday</td>
<td>Faculty meetings</td>
</tr>
<tr>
<td>January 16</td>
<td>Monday</td>
<td>Martin Luther King, Jr. Birthday (university closed)</td>
</tr>
<tr>
<td>January 17</td>
<td>Tuesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>March 12-19</td>
<td>Sunday - Sunday</td>
<td>Spring recess</td>
</tr>
<tr>
<td>March 20</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 23</td>
<td>Sunday</td>
<td>Honors Day</td>
</tr>
<tr>
<td>May 4</td>
<td>Thursday</td>
<td>Classes end</td>
</tr>
<tr>
<td>May 5</td>
<td>Friday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 6, 8-12</td>
<td>Saturday, Monday - Friday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 12</td>
<td>Friday</td>
<td>Spring graduate commencement</td>
</tr>
<tr>
<td>May 13</td>
<td>Saturday</td>
<td>Spring undergraduate commencement</td>
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## SUMMER SEMESTER 2023

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 19</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 4</td>
<td>Tuesday</td>
<td>Independence Day observed (university closed)</td>
</tr>
<tr>
<td>August 13</td>
<td>Sunday</td>
<td>Summer session ends</td>
</tr>
</tbody>
</table>

EXECUTIVE: 01/16/13
STEERING: 01/16/13
FACULTY SENATE: 01/30/13
UNIVERSITY COUNCIL: 01/30/13
REFER TO:
GUIDELINES AND PRINCIPLES FOR ESTABLISHMENT
OF ACADEMIC CALENDAR

PROPOSED REVISIONS - EXPLANATION

Each year, the UC-University Affairs Committee reviews the “Guidelines” and proposes to
University Council ways in which the document might be updated to reflect current practice
and/or to address unique situations that can occur with specific calendar years.

In regard to the 2022-2023 academic calendar, the last Monday in August falls on August 29,
2022. While there is no reference to this calendar situation in the current “Guidelines,” meeting
transcripts show that University Council dealt with this calendar issue at its February 18, 2009
meeting.

In that meeting conversation, it was noted that, when any fall semester begins on Monday,
August 29, the result is that final exams end on December 17. It was further pointed out that this
creates an unacceptably tight time frame for reporting grades and notifying/advising students of
their academic status before the break.

To resolve this issue, a motion was passed at the February 18, 2009 meeting to begin classes on
August 22 and, since nine-month faculty contracts begin on August 16, to also adjust the
preceding faculty meeting week to run Tuesday-Friday, August 16-19, as opposed to the more
traditional full week of Monday-Friday, August 15-19.

While the motion was passed and future calendars (2011-12 and 2017-18) were developed within
the parameters set in the February 18, 2009 motion, the “Guidelines” were never updated to
reflect this situation and the motion. To ensure that future academic calendars are designed with
the motion in mind, it is proposed to insert language into the “Guidelines” to specifically address
this unique situation.
GUIDELINES AND PRINCIPLES FOR ESTABLISHMENT OF ACADEMIC CALENDAR

1. Instruction in the fall semester begins on the last Monday in August and ends on a Saturday in December, ranging from December 5 to 11. Final examinations for the fall semester begin on the first Monday after the last day of classes and conclude on Saturday of that same week. Dates for the first day of examinations range from December 8 to 14.

However, if the last Monday in August is August 29, 30 or 31, the instruction for that fall semester shall begin on the fourth Monday in August and conclude on the first Saturday in December. In either of these events, final examinations shall run from December 5 to 10, or December 6 to 11, or December 7 to 12. Graduate commencement is held on Saturday, which is the last day of final examination week. Undergraduate commencement is held on the next day which is the Sunday immediately following final examination week.

2. Instruction in the spring semester begins on the second or third Monday in January ranging from January 11 to 17 unless this date coincides with Martin Luther King Jr.’s birthday (third Monday in January). In such an event, instruction begins on the Tuesday following Martin Luther King Jr.’s birthday. The spring semester concludes on a Thursday ranging from April 30 (April 29 in some leap years) to May 6. The Friday immediately after the last day of classes is Reading Day. Final examinations for the spring semester begin on the first Saturday after Reading Day and continue Monday through Friday of the next week. Graduate commencement is held on Friday, which is the last day of final examination week. Undergraduate commencement is held on the next day which is the Saturday immediately following final examination week.

3. Fall and spring semesters should formally begin one week prior to the beginning of classes and conclude within one week after final examinations. Note: Nine-month faculty contracts begin August 16 and conclude May 15. When classes start on Monday, August 22, adjust the faculty meeting week to take place Tuesday-Friday, August 16-19 to comply with nine-month faculty contracts.

4. Summer session begins on the sixth Monday after final examinations of the spring semester and concludes on a Sunday, eight weeks later. Some academic departments may offer limited enrollments in workshops, field trips, or other classes during the four weeks prior to the traditional start of the summer session.

5. Student-faculty vacation periods and holidays should include:

   Thanksgiving – Wednesday prior to the fourth Thursday through Sunday
   Period between Christmas and New Years – university usually closed
   Martin Luther King Jr.’s birthday – third Monday in January
   Spring recess – the ninth week after the beginning of classes, Sunday - Sunday
   Memorial Day – observed the last Monday in May
   Independence Day – one day only, observed on Friday when July 4 occurs on Saturday and observed on Monday when July 4 occurs on Sunday
   Labor Day – the first Monday in September

6. The academic calendar for the College of Law shall conform to the guidelines and principles approved by the University Council on March 18, 1998 and revised on February 16, 2011.

These guidelines will provide the necessary 35 days between the end of pre-registration in the fall and the first day of registration in the spring; provide the requested one-week recess between the end of the summer session and the first contract day for faculty in the fall; allow early access to the summer job market in May for NIU students.

Approved by the University Council April 12, 1978; revised and approved on May 2, 1979; revised and approved on May 2, 1984; revised and approved on March 9, 1988; revised and approved March 20, 1996; revised and approved March 18, 1998; revised and approved February 12, 2003; revised and approved February 16, 2011; revised and approved February 22, 2012.
ARTICLE 19:
THE UNIVERSITY OMBUDSPERSON

19.4 Annual Evaluation of Ombudsperson
Early in the spring semester of the first and second year of the Ombudsperson's term, the University Affairs Committee of the University Council will evaluate the performance of the Ombudsperson. The committee shall provide appropriate opportunities for input from members of the university community. The chair of the University Affairs Committee will submit the evaluation to the president with a copy to the University Council.
Report on the FAC-IBHE Meeting, December 7, 2012

The Faculty Advisory Council (FAC) to the Illinois Board of Higher Education (IBHE) met on December 7, 2012, in Springfield with the IBHE staff. FAC Chair Abbas Aminmansour (UIUC) led introductions of FAC members and IBHE staff members.

IBHE Updates and Discussions

IBHE staff members facilitated discussion of topics such as college readiness, P-20 alignment issues, and dual-credit coursework. Jonathan Lackland, IBHE Deputy Director for External Relations, went over some of the bills in Springfield and the elements of the recent legislative proposal about pensions. FAC members also asked about budget issues. Alan Phillips, Deputy Director of Planning and Budgeting, reported that over the last 15 years, funding for higher education (net of pension contributions) is down 27.5%. $1.6 billion has been approved for capital projects but the money has not been appropriated nor bonding authority granted. Delayed payments to higher education total $888 million. Overall, the state owes $7.5 to 8 billion in bills. FY14 issues include the following:

- pension and Medicaid costs have increased more than tax revenues so more budget cuts are needed
- there will be some changes in the performance funding formulas for state universities but it will stay the same for community colleges
- budgeting for results will be a focus
- the fiscal cliff could lead to a $1 billion cut to the state
- the longitudinal data system is progressing

Interim Executive Director Harry Berman commented on the changed status of higher education in the U.S. versus the rest of the world. He highlighted the link between education, our economy, and our security. He also noted that the Public Agenda is our master plan, along with the 60% by 2025 goal.

After lunch, Daniel Cullen, Interim Deputy Director of Academic Affairs, announced that implementation of changes in the program-approval process are continuing. He described the Midwestern Student Exchange Program where out-of-state students are charged no more than 150% of the in-state tuition rate; Illinois is a member and Lewis & Clark and Greenville Colleges have signed on. Since Illinois is now a full participant, it is required that information about this program be sent to all high schools. Also, Cullen announced that Academic Affairs has taken over the new Private Business and Vocational School (PBVS) sector as of early 2012. It is uncertain at this time how many institutions or credentials come out of that sector.
Public Four-Year Caucus Updates

The Public Caucus is continuing its work on drafting a policy paper that aims to respond to the question of the value of higher education. The letter from the Presidents and Chancellors to the legislative leaders and Governor was distributed and the FAC-IBHE endorsement of that letter was approved (note: a copy of this letter is attached). That endorsement will go to the legislative leaders, the Governor, the IBHE, the Presidents and Chancellors, and our Faculty Senates.

The minutes from the November meeting were approved. Full meeting minutes are posted to the FAC-IBHE website (once approved) for public viewing. These can be accessed at http://www.ibhe-fac.org/Meetings.html

Respectfully submitted,

Sonya L. Armstrong
Assistant Professor in the Department of Literacy Education
NIU Representative to the IBHE Faculty Advisory Council
December 5, 2012

The Honorable Michael Madigan  
Speaker of the House  
300 Capitol Building  
Springfield, IL  62706

Dear Mr. Speaker:

We, the presidents and chancellors of Illinois Public Universities, are encouraged by the prospect that the legislature will likely enact a comprehensive pension stabilization bill soon. As we have written to you in the past (May 3 and August 10, 2012), no problem weighs heavier on the State of Illinois and the State’s public universities than the pension crisis. We look forward to continuing our collaboration in reaching a fair and durable conclusion.

Senate Bill (SB) 1673, the pension legislation bill proposed last summer, makes some desired headway in this matter. We are particularly pleased by the plan to replace Tier II with the new cash balance program and we appreciate your working with us to improve the plan for new employees. We are also pleased by the proposal to accelerate the amortization of unfunded liabilities. We support these aspects of the bill.

However, we strongly suggest amending certain other features. Of special concern is the benefit choice scenarios presented in the bill. Many, if not most, of our employees object to the use of health insurance eligibility as a lever to accept lower pension benefits and consider the choice options in the bill to be punitive and unfair. We would thus recommend decoupling health and retirement benefits, especially given that with the passage of PA97-0675 (SB 1313) the state has already reserved the right to set health premiums at its own discretion.

Equally troubling is the proposal to freeze pensionable salaries of current employees. This would mean that some of our employees would neither earn social security benefits nor receive any employer pension contributions toward their future income. It will be hard to retain these employees and the valuable talent they provide. We realize that the intent of this section of the bill is to reduce the cost of providing a 3% automatic increase, and we do not disagree with this intent. But we need to find better and more acceptable ways to reduce costs.

SB 1673 would transition over time responsibility for paying SURS normal cost to the universities. As we had indicated to you in earlier letters, we are willing to assume responsibility
for paying a portion of the normal cost on a phased-in basis. Transferring the entire normal cost to universities will place even more financial pressure on our institutions. Therefore, we will continue to urge that the universities share the normal cost burden with the state and that the university share be transitioned over a reasonable time period.

We thank you for the constructive engagement we had on this matter last spring and summer and look forward to renewing our engagement as we progress toward a solution.

Sincerely,

Illinois Public University Presidents and Chancellors

cc: Governor Pat Quinn
Listed alphabetically by name of university

Dr. Wayne Watson
President, Chicago State University

Dr. William L. Perry
President, Eastern Illinois University

Dr. Elaine P. Maimon (Convener)
President, Governors State University

Dr. Clarence Alvin Bowman
President, Illinois State University

Dr. Sharon K. Hahs
President, Northeastern Illinois University

Dr. John G. Peters
President, Northern Illinois University

Dr. Glenn Poshard
President, Southern Illinois University

Dr. Rita Cheng
Chancellor, Southern Illinois University at Carbondale

Dr. Julie Furst-Bowe
Chancellor, Southern Illinois University at Edwardsville

Dr. Robert Easter
President, University of Illinois

Dr. Paula Allen-Meares
Chancellor, University of Illinois at Chicago

Dr. Susan J. Koch
Chancellor, University of Illinois at Springfield

Dr. Phyllis Wise
Chancellor, University of Illinois at Urbana Champaign

Dr. Jack Thomas
President, Western Illinois University
The Faculty Advisory Council (FAC) to the Illinois Board of Higher Education (IBHE) met on January 18, 2013, at Loyola University Chicago. The meeting began with the introduction of Dr. John Pelissero, Provost of Loyola University Chicago, who welcomed the group and provided some information on recent developments and enrollment trends at Loyola.

**FAC-IBHE Updates**

In the Chair's Report, Abbas Aminmansour (UIUC) mentioned that Representative Biss is planning to attend the March meeting at Joliet Junior college. Also, following Abbas’ recent conversation with Interim Executive Director Harry Berman, it appears that the Faculty Fellowship program will be moving forward, though it is uncertain whether sabbatical request deadlines and budgetary planning will allow for a Faculty Fellow to start in the fall or not. And, finally, recommendations will be put forward by the Board for legislature on Performance-Based Funding on February 5. More updates will come soon.

**Public Four-Year Caucus Updates**

The Public Caucus is continuing its work on drafting a paper that aims to respond to the question of the value of higher education. In addition, a paper is in development on pension reform recommendations. The Caucus welcomes all suggestions and contributions to these papers.

**Visitors**

Senator Miguel del Valle, who also serves as Chair of the state P-20 Council, presented on the current and future work of the Council. He reminded FAC members that all P-20 Council meetings are open to all (the next meeting is 1/23/13), and invited participation on those meetings, or on sub-committees.

David Tretter, President of the Federation of Independent Illinois Colleges and Universities presented on issues pertaining to for-profit institutions in the state, and led a discussion about MAP funding for students at for-profits, and current and future legislation related to for-profits.

**MAP Task Force Update**

Steven Rock presented the results of the MAP Task Force, which are written in a report that can be accessed online at [http://www.isac.org/about-isac/monetary-award-program-MAP-task-force/index.html](http://www.isac.org/about-isac/monetary-award-program-MAP-task-force/index.html).

The minutes from the December meeting were approved. Full meeting minutes are posted to the FAC-IBHE website (once approved) for public viewing. These can be accessed at [http://www.ibhe-fac.org/Meetings.html](http://www.ibhe-fac.org/Meetings.html).

Respectfully submitted,

Sonya L. Armstrong
Assistant Professor in the Department of Literacy Education
NIU Representative to the IBHE Faculty Advisory Council
Report on the NIU Board of Trustees Meeting, December 6, 2012

The NIU Board of Trustees met on Thursday, December 6 at DeKalb. Chair Murer called the meeting to order at 9:12 AM. The meeting began with Chair Murer congratulating the NIU Men’s Football team for winning the MAC championship, being ranked 15th in the country, and earning an invitation to the BCS Orange Bowl. Jeff Compher was asked to speak and showed a video saluting the accomplishments of the team. The BoT considered the following Action Items:

1. The BoT approved the 2014 Mass Transit Contract
2. Appointments with rank and tenure were approved for Jennifer Berne, Ph.D., the new chair of Literacy Education in the College of Education; Thomas Pavkov, Ph.D. new chair of the School of FCNS in the College of Health and Human Sciences; Jan Strom, Ph.D. new chair of the School of Nursing and Health Studies, also in the College of HHS; and Roseanne Cordell, M.L.S., Associate Dean for Public Service in the University Libraries
3. The BoT approved the creation of the new School of Public and Global Affairs in the College of Liberal Arts and Sciences and the Department of Public Administration, which will be part of the School of Public and Global Affairs. The costs of the new programs are very minor as all faculty are currently faculty members in the Department of Political Science and will have their tenure/rank transferred to the SPGA. Final approval must come from the IBHE.
4. The BoT approved a request to delete the Master of Physical Therapy Program. The program will now offer only the DPT (Doctor of Physical Therapy) degree. This was done to keep the program competitive. No additional costs are involved. All MPT students have graduated and the DPT has been approved since the Fall, 2010 semester.
5. The BoT approved an emergency action item authorizing the expenditure of funds as necessary to pay costs associated with the Orange Bowl.
6. The BoT approved the meeting dates for 2013.

Lori Clark provided an update of activities in Springfield and noted that the legislature will declare Jan 1 NIU Huskie Day in Illinois and further that Gov. Quinn will attend the Orange Bowl.

The BoT voted to go into executive session at 11:00 and upon the return to the open session met with the Presidential Search Advisory Committee to finalize the development of the position profile.

Respectfully submitted,

Alan Rosenbaum
UAC Representative
Committee on Resources, Space and Budget

Summary of Meeting on 12/7/12

1. Committee members reported on positive changes that had resulted from committee discussions on campus safety.
   a. Improved patrols for the School of Nursing.
   b. Conversation ensued as to other options for building on current efforts such as cameras.
   c. The pros and cons of using cameras were discussed.
2. The committee discussed the process for building the university budget.
   a. Budget for next year is developed during the Spring semester.
   b. The committee discussed its remit to provide the President with suggestions for budget priorities.
   c. The committee explored mechanism for obtaining input from different campus constituents. These will be articulated at the committee’s next meeting.
   d. The timetable for presenting information to the President was discussed.
3. Dr. Williams provided an update on the budget.
   a. The situation with pension reform is still very uncertain. Several proposals are in the system but it is unclear when or if any action will be taken. Some clarity is anticipated in the Spring.
   b. The university has now received all the funds it was owed by the State for the last fiscal year. No funds have been provided that are due for the current fiscal year including MAP funds. As these funds have implications for enrollments, the university has fronted these funds to students.
   c. One of the pension proposals calls for the university to be more responsible for pension payments. If this cost is moved as there is no new money it would mean an internal reallocation.
4. Meeting adjourned.
Supportive Professional Staff Council  
Report at University Council  
January 17, 2013

**Council Action**
The SPS Council amended its constitution to create the SPS Scholarship Fund as a standing committee. A second amendment passed to require all council representatives and alternates to serve on a council committee.

**Committees**
The council accepted Awards Committee recommendations of four SPS for the 2013 Presidential Award for Excellence. The SPS Outstanding Service Award deadline was announced.

The Communication Committee is preparing the spring 2013 SPS Newsletter.

The Legislative Committee provided an overview of existing Illinois General Assembly bills containing pension provisions.

The Work Place Issues Committee led council discussions on 10+2 appointments, adjunct/volunteers in SPS/faculty positions, cross training, job descriptions, and SOEAA compliance. The committee led discussion concluded with a reminder of the role and responsibility of faculty advisors of Student Association organizations.

The council had discussion about the new policy between Human Resource Services and Media Services on distribution. The council’s Awards Committee received a lower number of nominees. Council will be requesting that Human Resource Services provide information on 10+2 appointments and the number of adjunct/volunteers on campus. The concern is that these types of appointments are undermining the part time/full time employment positions of SPS and faculty.

Anne Petty-Johnson shared with council training she attended on mental health. She informed council a support group is forming and invited NIU employees to attend.

Respectfully submitted,

Todd Latham, President  
Supportive Professional Staff Council
Personnel Policies and Procedures for Members of the Supportive Professional Staff

Section II. Item 15.

I. Preamble
In accordance with the governing policy for Northern Illinois University and the regulations of the Board of Trustees, Supportive Professional Staff are those administrative and professional employees on appointment as faculty, exempt from Civil Service, without academic rank. Such policies and procedures are developed in accord with University and Board Policies (see Section II: Faculty and Administrative Employee). These Personnel Policies and Procedures are applicable to all supportive professional staff as herein defined, employed at Northern Illinois University; however, internal units may develop personnel practices for their respective operations as long as such practices are not contradictory to these Personnel Policies and Procedures.

Retaliation against any individual(s) utilizing these procedures or providing information under these procedures is strictly prohibited. Reports of violations of this policy shall be directed to the Assistant Vice President of Human Resources Administration and violators will be subjected to disciplinary action.

II. Definitions
Supportive Professional Staff (SPS) -- For the purposes of these policies and procedures, this term is defined to include all faculty, administrators, and professional staff whose primary responsibilities are administrative or academic professional support (as opposed to teaching), who are exempt from Civil Service as approved by the State University Merit Board System, and who are under appointment by the Board of Trustees without academic rank.

Internal Units -- departments, colleges, divisions, or like bodies as determined by the current organization chart(s) within which SPS have reporting responsibilities.

Administration -- administrators of departments, colleges, divisions or like internal units, including Vice Presidents, Deans, Directors, and Department Chairs.

III. Appointments
Appointments to SPS positions shall be in accord with appropriate and applicable provisions of University and Board Policies (see Section II: Faculty and Administrative Employee).

IV. Personnel Reviews and Performance Appraisals/Evaluations
In accordance with University Policy, each internal unit shall develop and implement written
annual evaluation procedures, consistent with university-wide protocols, designed to assist
the unit and SPS member is strengthening performance. The supervisor and SPS member
shall develop mutually acceptable procedures for conducting the evaluation(s). In the event
that a consensus regarding the evaluation format or procedure can not be achieved, either
party may request, within 10 days that the specific procedures be reviewed by the appropriate
Vice President or in the case of areas not reporting to a Vice President by the President or
his/her designee. This Vice President shall make a final written determination within 10 days.
For additional information, see Section II. Item 10, Performance Appraisal Procedures for
Supportive Professional Staff).

V. Conditions of Employment and Benefits
Members of the SPS are employed in accordance with, and are subject, insofar as they may
be applicable, to, the applicable "Conditions of Employment" referred to in University and
Board Policies (see Section II, Subsection B). Members of the SPS are entitled to those
"Benefits" outlined in University and Board Policies (see Section II, Subsection D).

VI. Travel Regulations
Members of the SPS are subject to the "Travel Regulations" outlined in University and Board
Policies (see Section V, Subsection C).

VII. Appointment Periods and Notification of Non-Reappointment
Appointments to SPS positions shall be for a specified term. Such appointments shall
guarantee the following notice of non-reappointment except (a) for members of the
President's staff, all of whom serve at the pleasure of the President and (b) administrators and
coaches within the Athletics Department, all of whom serve at the pleasure of the President
and the Director of Intercollegiate Athletics. See other university policies for SPS positions
wherein specific contractual terms waive these notice requirements.

VI. Notification of Termination or Nonrenewal of Contract
Appointments to SPS positions shall be for a specified term as provided for in University
and Board policies. Currently all SPS are provided with the following notice of non-
reappointment except (a) for members of the President’s staff, all of whom serve at the
pleasure of the President and (b) SPS filling positions in any intercollegiate athletic
program or (c) other staff whose primary functions are fundraising or (d) employees whose
positions are fully funded and contingent upon grants and/or contracts. See other
university policies for SPS positions wherein specific contractual terms waive these notice
requirements, Section II. Subsection A, 10.b.
<table>
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<tr>
<th>Length of Consecutive Full-Time Service with the University at Time of Notification (in years of appointment completed)</th>
<th>Minimum Notice of Non-Reappointment</th>
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<tbody>
<tr>
<td>1 year or less</td>
<td>4 months with the provision that termination not occur before the end of the current contract period, except for cause.</td>
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<tr>
<td>More than 1 year and less than 3 years</td>
<td>6 months with the provision that termination not occur before the end of the current contract period, except for cause.</td>
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<tr>
<td>3 years or more</td>
<td>12 months from the date of notice except for cause.</td>
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<tr>
<td>Temporary</td>
<td>Temporary appointments carry no implication of renewal or need for notice, but termination should not occur before the end of the current contract period, if any, except for cause.</td>
</tr>
</tbody>
</table>

Every appointment for a specified term must be accepted by members of the SPS with the understanding that such an appointment entails no assurance or implication, except for the provisions for notification set forth above, that it will be renewed. In the event of financial exigency or insufficient funds to continue an appointment, notice must be given as soon as possible. Upon bona fide reduction or elimination of an internal unit or any part thereof employing SPS, the university, (as soon as possible after the decision is made to reduce or eliminate the unit or part thereof), shall give notice to the individual or individuals being displaced. (Such decisions will be made by the President in accordance with University and Board Policies.) shall be made in accordance with the applicable provisions of University and Board Policies (see Section II: Faculty and Administrative Employee).

All notices of contract nonrenewal must be in writing and coordinated with Human Resource Services. A copy of the notice shall be served on the individual by certified mail addressed to the last known address, or by personally delivering the notice to the individual. In terminations for cause, the department is responsible for justifying the cause for nonrenewal.

**Grievance Procedures**

**Type A**

- Dismissal for cause (see specific procedures under SPS Hearing Board)

**Type B**

- Affirmative Action Charges/Appeals
- Official Reprimand Placed in personnel File
- Administrative Suspension
Non-Disciplinary Situations and Allegations of Arbitrary or Capricious Treatment, such as:

* Application of Benefits
* Working Conditions
* Harassment (for Sexual Harassment, see section on Affirmative Action Appeals)
* Personnel Reviews and Performance Evaluations

Type C

- Non-renewal of Contract, pursuant to notice
- Irreconcilable Salary Disagreements

In Type A grievances, the burden of proof for dismissal for cause shall lie with the university. In Type B and Type C grievances, the burden of proof that there has been a violation of university rules or procedures, or that the grievant has been treated in an arbitrary/capricious manner, shall lie with the grievant. He/She shall have the responsibility for presenting and/or documenting the case in accordance with and through the available procedures. Type A and Type B grievances are appealable to the Special Hearing Board. Type C grievances are appealable to the President.

Except in unusual circumstances the individual grievant should initiate informal discussions with his/her supervisor. If the problem is not satisfactorily resolved the grievant should follow the procedures outlined below. At any step in the process the grievant and/or the administrator may consult with or otherwise enlist the aid of individuals such as, but not limited to, the ombudsman or faculty personnel advisor in filing the grievance and/or in seeking a resolution of the grievance. Those holding these positions may be able to provide assistance and consultation in the drafting and filing of the grievance. During any stage of a Type A, Type B, or Type C grievance, the grievant may be accompanied by a faculty or administrative employee of his/her choosing. The presence and participation of attorneys is limited to Type A proceedings before the SPS Hearing Board. The university reserves the right to also have an attorney present in the event of such participation.

I. Cases to be Considered by the Supportive Professional Staff Hearing Board—Type A Appeals

A. This section provides principles and procedures for the resolution of concerns resulting from the dismissal for cause of a member of the SPS before the expiration of that individual's contract period. These principles and procedures do not apply to members of the Supportive Professional Staff whose contracts are not renewed or expire, or to temporary staff members whose appointments are not renewed at the end of their contract period.

B. Statement of Principles

- Established and orderly procedures insuring fairness afford the best protection of the rights and welfare of both the individual and the
university. Such procedures are also indispensable for safeguarding public interest in the integrity of the university as a center of learning.

If it is recommended that a member of the SPS be dismissed before the expiration of the contract period, a hearing must be requested within 7 working days of receipt of notification of dismissal. Within 5 working days of receipt of the request for a hearing, the Assistant Vice President of Human Resources (AVPHR) will schedule the hearing for a date no less than 30 days and no more than 45 days. During this period, efforts of conciliation can be initiated by either party. The burden of proof that such action is justified shall be satisfied only by clear and convincing evidence in the record considered as a whole.

Adequate cause for dismissal must be related, directly and substantially, to the fitness of the member of the SPS in the member's professional capacity within the university community. Dismissal will not be used to restrain members of the Supportive Professional Staff in their exercise of their constitutional and legal rights.

C. Statement of Procedures
A member of the SPS notified of dismissal shall be provided a dated written statement of notification summarizing cause for the dismissal and effective date, and shall be provided of the available due process in accordance with the following procedures:

1. Informal Efforts at Conciliation
   It is appropriate for the university, including the appropriate administrative officers, to seek to resolve differences without recourse to a formal hearing. In an effort to secure such resolution, both the university administration and the SPS member should consider inviting the assistance of additional parties such as but not limited to the Ombudsman, and/or the Faculty Personnel Advisor. In informal discussions involving the SPS member and representatives of the university, the member shall have the right to be accompanied by an adviser of the member's choice. Since these discussions look toward conciliation, no transcript or recording shall be made of such meetings. The SPS member may waive informal discussions.

2. Preliminaries to a Hearing
   At least twenty (20) working days in advance of a scheduled hearing in which the university administration will attempt to substantiate charges against a member of the SPS, the Assistant Vice President of Human Resources (AVPHR) shall send the member:
   a. A copy of pertinent policies and procedures from relevant sections of University and Board policies along with the University Constitution and Bylaws, and such other statements which concern the rights of the member;
   b. A copy of specific charges against the grievant constituting cause for dismissal;
e. A summary of the principal evidence presented in support of the charge, and a preliminary list of witnesses the university administration plans to call;

d. The names of the SPS members comprising the Hearing Panel;

e. Notice of the date of the hearing;

f. A formal invitation to attend the hearing and notice of the right to be accompanied at the hearing by an NIU colleague and legal counsel.

g. The date by which each party shall submit to the other a list of witnesses and copies of documents which each party anticipates will be used or presented at the hearing. Sufficient time should be provided to review the documents and to prepare for the hearing.

3. The Hearing

a. The affected member of the SPS may request the hearing be open; however, the Hearing Board may, upon its own initiative, close the hearing. Ordinarily, a Hearing Board will meet in closed session.

b. The Assistant Vice President of Human Resources shall arrange to have a verbatim record kept of the hearing, and shall make a copy of this record available in identical form and at the same time to the member (without charge) and to the president of the university.

c. The Hearing Board will grant adjournments to enable either party to investigate evidence concerning issues which the committee deems a valid claim of surprise has been made.

d. The member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The university will, insofar as possible, secure the cooperation of such witnesses and make available requested documents and other evidence possessed by the university and will provide the SPS member with sufficient time to review requested evidence and to prepare for the hearing.

e. The member and the university will have the right to confront and question all witnesses. Where a particular witness cannot appear, but the Board determines that the interests of justice require admission of that witness’ statement, the committee will identify the witness, disclose the statement, and (if possible) provide for written responses by the witness to questions posed by the parties to the dispute.

f. The Hearing Board will not be bound by strict rules of legal evidence, and may admit any evidence which may be of probative value in determining the issues involved. Every effort shall be made to obtain all such evidence. The Hearing Board may request that particular items of evidence/testimony be submitted to the Board that have not been presented by either party. Copies of such evidence shall be submitted to both parties.

g. The findings of fact and the decision will be based solely on the hearing record. Deliberations of the Hearing Board are confidential and may not be recorded.
h.—Except for such simple announcements, as may be required, relating to the time of the hearing and similar matters, public statements or other publicity about the case by the member, the university, or members of the Hearing Board will be avoided. No information will be released, so far as possible, until the proceedings, including any consideration by the Board of Trustees, have been completed. Upon the completion of the proceedings, the president, grievant, and the respondent(s) shall be notified in writing of the decision by the chair of the Hearing Board within five (5) working days. A copy of the documentary evidence in support of the finding(s) of the hearing shall also be furnished at this time.

i.—If a majority of the Hearing Board concludes that adequate cause for dismissal has not been established by the evidence of the record, it will so report to the president. If the president rejects the report, the reasons for the rejection shall be stated in writing to the Hearing Board and to the member within ten (10) working days, with an opportunity for response provided before any transmission of records involving the case to the Board of Trustees. If the Hearing Board concludes that adequate cause for dismissal has been established or that any violation(s) of university policies and procedures have occurred but that a penalty less than dismissal would be more appropriate, it should so recommend, with supporting reasons.

j.—All materials related to appeal proceedings will be retained in the Assistant Vice President of Human Resources' office for a period of five (5) years.

4. Appeal to the Board of Trustees

If dismissal or other penalty is recommended, the SPS member must request within five (5) working days, of receipt of the President's decision that the President transmit the record of the case to the Board of Trustees. If the Board of Trustees agrees to consider the case, the following procedure is recommended. If the SPS member fails to respond to the President, the President shall not be obligated to forward the record to the Board of Trustees and the matter shall be considered closed.

The Board's review should be based on the record of the committee hearing, and it may provide opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. Either the decision of the hearing committee shall be sustained, or the proceeding shall be returned to the committee with specific objections. The committee should then reconsider, taking into account the stated objections and receiving new evidence if necessary. It is recommended that the Board of Trustees make a final decision only after study of the committee's reconsideration.

—— Initial Procedures for Type B & C Grievances
The grievant shall initiate discussion with his/her immediate supervisor no later than ten (10) working days after the occurrence of the alleged incident(s) or within ten (10) working days of notice of nonrenewal. The supervisor will attempt to resolve the matter within five (5) working days after receiving the complaint.

After completing step A above, the grievant may submit a written appeal, citing any alleged violation of University and/or Board Policy, to his/her immediate supervisor's supervisor within five (5) working days of receipt of supervisor's response. The grievant's supervisor will attempt to resolve the matter and report the results in writing to the parties within five (5) working days of receiving the complaint.

If the grievant feels that the appeal has not been resolved or explained fully, he/she may submit a written appeal either to the standing committee established for that purpose within the division if such exists; otherwise to the grievant's Vice President (or designee) within five (5) working days of receipt of response of supervisor's supervisor. The Vice President (or designee) or committee will attempt to resolve the matter with a written response within five (5) working days after receiving the appeal, but in no case later than twenty (20) working days after receiving the appeal. If a violation of university policy, plan, or law is found to have taken place, the Vice President shall (within 5 working days) take or direct necessary administrative steps to resolve the matter through enforcement of the pertinent policy, plan, law or other actions.

If circumstances of the appeal prevent using steps A., B., and/or C. above; that is, if the grievance is related to the actions of these supervisors, or if the immediate supervisor(s), or vice president does not resolve the appeal within the time frame specified above, the grievant should submit a written appeal to the Assistant Vice President of Human Resources (AVPHR). This appeal must be submitted to the AVPHR within ten (10) working days of the Vice President's (or standing committee's) response, or the deadline date for such a response.

In Type B grievances, the AVPHR within ten working days of receipt of the appeal shall initiate convening of the Hearing Board. If the grievance is filed by an SPS member who reports directly to a Vice President or the President or whose supervisor reports to the President and circumstances prevent using steps A., B., and/or C. above; then the grievant may submit a written appeal directly to the President under the procedures set forth in step C.

Type C grievances shall be forwarded within ten working days, by the AVPHR to the President for final review. The President shall advise all parties of his/her decision in writing within ten (10) working days of receipt of the appeal. All materials related to the appeal proceedings will be retained in the AVPHR office for a period of five (5) years.

Following the submission of a written grievance appeal, failure on behalf of the grievant to comply with time limitations as established within the grievance procedure shall allow for a dismissal of the grievance. Failure on behalf of the respondent and/or related parties to comply to the time limitations as established within the grievance procedure shall allow for advancement of the grievance to the next step of the grievance procedure. Failure of the grievant to appear or present the case before the Hearing Board shall result in a dismissal of the matter.

Cases to be Considered by the Supportive Professional Staff Hearing Board -- Type B Appeals

When a Type B appeal is forwarded to it, the Hearing Board shall first make an inquiry to determine whether there are sufficient grounds to justify a hearing. In all cases where the Hearing Board votes that there are insufficient grounds, the Hearing Board shall report this to the
head of the employing unit and the AVPHR and provide the complainant and the consulted affirmative action officer (if any) with a summary of its conclusions. When an appeal is found to have sufficient grounds to warrant a hearing, the Hearing Board shall schedule a hearing. The following procedures are to be used.

Statement of Procedures

0. Preliminaries to a Hearing

After the AVPHR is notified that the Hearing Board has agreed to entertain an appeal, at least twenty (20) working days in advance of a hearing, the AVPHR shall send the member:

a. The names of the members comprising the Hearing Board which will hear the case. (Ordinarily, this will be the same Board which originally considered the grievance or appeal);

b. Notice of the date, time and location of the hearing;

c. A formal invitation to attend the hearing and notice of the right to be accompanied to the hearing by an NIU colleague;

d. The date by which each party shall submit to the other a list of witnesses and copies of all the documents which each party anticipates will be presented or used at the hearing.

1. The Hearing

a. The hearing shall be conducted and held in as collegial and informal manner as possible.

b. The affected member of the SPS may request the hearing be open; however, the Hearing Board may, upon its own initiative, close the hearing. Ordinarily, the Hearing Board will meet in closed session.

c. The Hearing Board shall provide opportunities for all parties to the disagreement to be heard. The appropriate Vice President or the Affirmative Action Office may, if requested, assist the grievant in finding a suitable representative. The Hearing Board shall act as a fact-finding body with the right to call witnesses, ask questions, hear evidence presented by both parties, and examine university documents pertaining to the case.

d. At the hearing, either party or his/her representative shall have the right to call witnesses, conduct cross-examinations, and examine university documents pertaining to the case and evidence submitted to the Hearing Board. Both parties will have access to all the evidence presented to the Board.

e. The order of the proceedings will be a presentation by the SPS member, by the respondent, the opportunity for questions by each, and arguments by each. Both parties shall have the right to be present at all times during the hearing process. The burden of proof shall remain on the SPS member who has filed the grievance or complaint.

f. The Hearing Board shall arrange for a mechanical recording of the hearing proceedings and shall make a copy of this record available (without charge) in identical form and at the same time to both parties.
g. The Hearing Board will grant adjournments to enable either party to investigate evidence concerning which the committee deems a valid claim of surprise has been made.

h. The member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the university will, insofar as possible, secure the cooperation of such witnesses and make available necessary documents and other evidence possessed by the university within twenty (20) days.

i. Where a particular witness cannot appear, but the Board determines that the interests of justice require admission of that witness' statement, the Board will identify the witness, disclose the statement, and if possible, provide for written answers by the witness to questions posed by the parties to the dispute.

j. The Hearing Board will not be bound by strict rules of legal evidence, and may admit any evidence which may be of probative value in determining the issues involved. Every effort shall be made to obtain all such evidence. The Hearing Board may request that particular items of evidence/testimony be submitted to the Board that have not been presented by either party. Copies of such evidence shall be submitted to both parties.

k. If a dispute should arise over access to, or relevance of documents or information, the Ombudsman and/or the Faculty Personnel Advisor, and/or University General Counsel shall review the material, along with any recommendations the Hearing Board may wish to make as to its relevance, and determine whether the information shall be released to the concerned parties. If any of these officials are involved with the grievance or with any of the parties, s/he may not make this determination. The Hearing Board shall make its decision on information presented during the course of the hearing and thereby available to all concerned parties.

l. Deliberations of the Hearing Board are confidential and may not be recorded.

m. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the member of the university or members of the Hearing Board will be avoided so far as possible until the proceedings have been completed.

n. Upon the completion of the proceedings, the SPS member, other parties involved in the appeal, and the President shall be notified in writing of the decision by the chair of the Hearing Board within seven (7) working days. (In the event the appeal involves allegations of discrimination, a copy will also be sent to the Affirmative Action Officer.) A copy of the documentary evidence
shall be furnished at this time. The recommendation of a majority of the Hearing Board shall be the decision of the Hearing Board. Any minority opinion must also be presented along with the majority's recommendations. If no recommendation is agreed to by a majority of the Hearing Board, the recommendations and rationale of each faction shall be forwarded to the President and others as indicated above. The President shall advise all parties of his/her decision, in writing, within ten (10) working days of receipt of the Hearing Board's recommendation(s). The decision of the President shall be final.

o. All materials related to appeal proceedings will be retained in the AVPHR's office for a period of five (5) years.

Supportive Professional Staff Hearing Board

The Hearing Board (hereafter, the "Hearing Board") is constituted to hear both Type A and Type B appeals, and shall consist of five (5) supportive professional staff members to be selected from a panel equivalent to the composition of the SPS Council and representative of the divisional proportion contained therein. The Panel shall be elected every two (2) years. The election will be conducted by the Supportive Professional Staff Council and will occur in the spring in even-numbered years. In nominating individuals for the panel from which Hearing Boards will be drawn, all groups should endeavor to ensure that women and minority groups are appropriately represented. In the event of inadequate representation of these groups, as considered by the SPS Council, the Council shall recommend two additional members to the President to serve on the panel. For the Hearing Board, two (2) individuals shall be selected by the grievant, two (2) by the appropriate area of administration, and one (1), chosen by the four (4) provided for above. The AVPHR, or designee, shall notify the parties as to the composition of the Hearing Board. This Board shall elect a voting chair whose responsibility it will be to conduct the hearings. A member of the Board is ineligible to be chosen if s/he is a primary party in the matter. Board members will be advised of the office in which the case arose and its general nature so that they can decline to serve if biased in any way. Parties will be notified by telephone by the AVPHR if any Board member(s) recuse themselves. If a party chooses a member who simultaneously or thereafter recuse her/himself, that party will be notified and asked to choose another Board member. If a party wishes to challenge the presence of any member of the Hearing Board, after the Board has been selected and notified as to the composition of the Board, s/he may, submit a written challenge within 2 working days to the AVPHR. The unchallenged Board members shall decide the issue. Any Board member removed (or resigning) after such a challenge, will be replaced by choice exercised by the party or body which originally selected him/her.

In the event of an appeal by a member of the SPS who reports directly to a Vice President, he/she may request that no more than one (1) supervisor of similar rank in the division or like internal unit be included on the Hearing Board for the duration of the appeal proceedings in that case. This additional member shall be mutually agreeable to the Vice President and the appealing party.
VII. Grievances

The grievance procedures provide the opportunity for a staff member to seek resolution of allegations of unfair treatment in the workplace by other members of the University faculty or staff. Grievances may include good-faith claims of (a) sexual harassment or discrimination, including excessive impact unrelated to professional qualifications, of the actions or inaction of others (University Affirmative Action policies and procedures may also be invoked); (b) appeal of reprimands or other records placed in an employee’s personnel file; (c) appeal of disciplinary actions including dismissal for cause of SPS employees (Civil Service employees refer to specific procedures for Operating Staff); or (d) arbitrary, capricious, or oppressive treatment pertaining to the application of benefits, terms and conditions of employment (including the creation of a hostile work environment within the employment context), personnel reviews, and performance evaluations. Grievance procedures for Supportive Professional Staff are found in Article 11 of the University Bylaws.

VIII. Affirmative Action: Charges/Appeals

Any complaint by a member of the SPS alleging discrimination on the basis of race, sex (including sexual harassment), age, marital status, sexual orientation, national origin, religion, handicapped condition, or status as a Vietnam-era veteran or disabled veteran may be filed with the Affirmative Action Office. The Affirmative Action Office will investigate the charge and attempt to resolve the problem informally; however, if such resolution cannot be effected, the affirmative action officer will make a recommendation to the President concerning disposition of the case. In cases potentially involving violation of the spirit and intent of the university affirmative action policies, the Affirmative Action Office may recommend to the President that the implementation of a personnel decision be suspended, pending resolution of the issue.

The affirmative action officer or the aggrieved member of the Supportive Professional Staff may file charges/appeals involving allegations of discrimination with the Assistant Vice President of Human Resources who will convene the Supportive Professional Staff Hearing Board. In all cases the detailed allegation must be forwarded in written form over the signature of the person making the charges/appeal.

It is suggested that a person pursue one avenue such as the Affirmative Action Office or this grievance procedure at a time. However, all relevant time lines and procedures must be compiled with as noted in this procedure.

In accordance with applicable statutes and regulations, NIU is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical and mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation, or any other factor unrelated to professional qualifications, and will comply with all applicable federal and state statutes, regulations and order pertaining to nondiscrimination, equal opportunity and affirmative action.

For more information regarding the Non-Discrimination/Harassment Policy and Compliant Procedures, please visit the Human Resource Services website at
Amendments
Should the university wish to amend or change any portion of these Policies and Procedures, the SPS Council shall be given the opportunity to meet and consult to discuss the proposed amendments or changes. The SPS Council may, at any time, propose amendments or changes to this document. Nothing herein shall prevent the university from amending or changing this document when required by enactment of state or federal law or regulation, or change in Board/University policy. Any amendments or changes to this document shall be communicated, as soon as practical, to the members of the Supportive Professional Staff.

Approved by Executive Cabinet, September 7, 1996

Last Updated: 9/7/96
The rationale for these proposed revisions to the bylaws pertaining to the CUC are:

1) to fix a few grammar errors;

2) to better align the bylaws with the APPM (Guidelines for the Development of Interdisciplinary Courses Section III. Item 18.), which states that the CUC will be the curriculum body for interdisciplinary undergraduate curricular material not located in an academic college.

14.6.4 Committee on the Undergraduate Curriculum (CUC)

14.6.4.1 Composition

(A) Faculty Representation

1. One faculty representative from the Undergraduate Coordinating Council shall be chosen by the faculty of the Undergraduate Coordinating Council.

2. One faculty representative shall be appointed by the curriculum committee of each undergraduate degree-granting college except the College of Liberal Arts and Sciences.

3. Three faculty representatives shall be appointed by the curriculum committee of the College of Liberal Arts and Sciences to represent the areas of the humanities, the social sciences, and the other sciences.

4. Faculty members shall serve three-year, staggered terms.

5. The chair shall be elected by the voting members of the Committee on the Undergraduate Curriculum and shall serve a one-year renewable term beginning in the fall semester.

(B) Student Representation

1. Two student members shall be selected by the Committee on the Undergraduate Curriculum (CUC) from nominees submitted by the student advisory committees of the undergraduate degree-granting colleges.

2. Student members shall serve one-year renewable terms beginning in the fall semester.
The vice provost responsible for undergraduate education shall be an ex officio, nonvoting member.

14.6.4.2 Duties

(A) To recommend general policies regarding the design of the undergraduate curriculum.

(B) To receive decisions from the college curriculum committees regarding the substitution, alteration, addition, or deletion of undergraduate courses and programs not in the area of general education. All curriculum decisions involving course content, description, title, and number shall be reported to the Undergraduate Coordinating Council without committee action or comment unless they involve course duplication or overlap between colleges, cross-college concerns, or university standards.

(C) To review and approve, or return to the originating department or college with appropriate comment, all curricular proposals involving course duplication or overlap between colleges, cross-college concerns, or university standards. Proposals approved by the committee shall be reported to the Undergraduate Coordinating Council.

(D) To negotiate and resolve questions concerning course duplication or overlap between colleges, cross-college concerns, or university standards that arise from or concerning proposals for curriculum change. If the committee is unable to resolve such questions to the satisfaction of the affected colleges and departments, the questions shall be forwarded to the Undergraduate Coordinating Council for final action.

(E) To make recommendations regarding university policies governing programs of undergraduate study.

(F) To review proposed new programs of undergraduate study and make recommendations to the Undergraduate Coordinating Council regarding them.

(G) To perform such other duties as the Undergraduate Coordinating Council may prescribe.

(H) To serve as the curricular body for interdisciplinary undergraduate curricular material not located in an academic college or colleges, such as UNIV 101 and curricular offerings from the Division of International Programs and the Center for Black Studies. This responsibility includes usual curricular activity (new, revised, and deleted courses as well as other catalog changes), general education submissions/resubmissions, and review of these units’ overall curricular offerings.