



UNIVERSITY
AND
UNIVERSITY OFFICERS'
MANUAL

Office of the Senior Vice President and Provost
University of Vermont

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Table of Contents

PREFACE.....	6.....
UNIVERSITY IDENTITY	6.....
University Name and Status.....	6.....
University Motto.....	6.....
University Seal.....	6.....
University Colors.....	6.....
University Mascot.....	6.....
University Mace.....	7.....
University Registered Marks.....	7.....
PART 000 THE UNIVERSITY MANUAL.....	8.....
010 Description.....	8.....
020 Adoption and Revision.....	8.....
030 Conformance.....	8.....
030.1 Applicable Law.....	8.....
030.2 Rule of Precedence.....	8.....
PART 100 THE UNIVERSITY COMMUNITY.....	9.....
101 Mission, Key Purposes, and Goals.....	9.....
101.1 Vision.....	9.....
101.2 Missions.....	9.....
101.3 Strategic Goals.....	9.....
102 Our Common Ground.....	10.....
103 Academic Freedom.....	11.....
Academic Freedom and Responsibility.....	11.....
The Necessity of Academic Freedom in Higher Education.....	11.....
Academic Freedom and Special Responsibilities of Faculty Members.....	12.....
Responsibility of the Institution to the Faculty.....	12.....
Academic Freedom and Tenure.....	12.....
104 Equal Employment Opportunity and Affirmative Action.....	13.....
105 Equal Opportunity in Educational Programs and Activities.....	13.....
106 Conflict of Interest and Conflict of Commitment Policy.....	14.....
PART 200 UNIVERSITY ORGANIZATION, GOVERNANCE, AND STRUCTURE.....	15.....
201 Organization.....	15.....
202 Governance.....	15.....
202.1 Board of Trustees.....	15.....
202.1.1 Authority of the Board of Trustees.....	15.....
202.1.2 Composition of the Board of Trustees.....	15.....
202.2 President.....	16.....
202.2.1 Appointment and Accountability.....	16.....
202.2.2 Authority and Responsibilities.....	16.....
202.2.3 Search Committee for the President.....	18.....
202.3 Provost.....	18.....
202.3.1 Appointment and Accountability.....	18.....

202.3.2 Authority and Responsibilities.....18...

202.3.3 Search Committee for the Provost.....19..

202.4 Officers of the University.....19...

202.5 Faculty Senate.....19...

202.5.1 Faculty Senate Constitution and Bylaws.....19..

202.5.2 Conformance with State Law.....20...

202.6 The University Faculty.....20....

202.6.1 Faculty Appointments.....20....

202.6.2 Authority of the Faculty.....20....

202.6.3 Faculty Research.....20....

202.6.3.1 Sponsored Research.....21....

202.6.3.2 Research Policies and Procedures.....21..

203 Advisory Bodies.....22.....

203.1 University Council.....22.....

203.1.1 Purpose.....22.....

203.1.2 Membership.....22.....

203.2 Student Government Association.....22....

203.2.1 Description.....22.....

203.2.2 Student Government Association Constitution and Bylaws.....22

203.3 Staff Council.....22.....

203.3.1 Description.....22.....

203.3.2 Staff Council Constitution and Bylaws.....22..

203.3.3 Consistency with State LawsistenceVf58 0 Tdr.....22.....

203.3.1 Description.....o6lumnincil.....

204.8 Graduate College.....	26.....
204.8.1 Description.....	26.....
204.8.2 Dean.....	26.....
204.9 College of Medicine.....	26.....
204.9.1 Description.....	26.....
204.9.2 Dean.....	27.....
204.10 Continuing Education.....	27.....
204.10.1 Description.....	27.....
204.10.2 Dean or Director.....	27.....
204.11 Department of Military Studies.....	27.....
204.11.1 Description.....	27.....
204.11.2 Professor of Military Studies.....	27.....
204.12 University Libraries.....	28.....
204.12.1 Description.....	28.....
204.12.2 Dean or Director.....	28.....
204.13 Robert Hull Fleming Museum.....	28.....
204.13.1 Description.....	28.....
204.13.2 Director.....	28.....
PART 300 ACADEMIC UNIT GOVERNANCE, COMPOSITION, AND ADMINISTRATION	29.....
.....
301 Deans.....	29.....
301.1 Recruitment.....	29.....
301.2 Appointment.....	29.....
301.3 Authority and Responsibilities.....	29.....
301.4 Performance Review.....	30.....
301.4.1 Annual Review.....	30.....
301.4.2 Third Year Review.....	30.....
301.4.3 Periodic Comprehensive Review.....	30.....
301.5 Appointment Termination.....	31.....
301.5.1 Resignation.....	31.....
301.5.2 Notice of Non-reappointment.....	31.....
301.5.3 Severance.....	31.....
301.5.4 Assumption or Resumption of Faculty Appointment.....	32.....
301.5.5 Termination for Cause.....	32.....
302 College and School Faculties.....	34.....
302.1 Membership.....	34.....
302.2 Self-Governance.....	34.....
302.3 Functions of a College or School Faculty.....	34.....
302.4 Methods of Faculty Work.....	35.....
303 Departments.....	35.....
303.1 Chairpersons.....	35.....
303.1.1 Description and Responsibilities.....	35.....
303.1.2 Recruitment.....	35.....
303.1.3 Initial Appointment.....	36.....

303.1.4 Reappointment..... 36...

303.1.5 Responsibilities of the Chairperson..... 36..

303.1.6 Performance Review..... 38...

303.1.7 Appointment Termination..... 39...

303.2 Department Governance and Functions..... 41..

303.2.1 Self-Governance..... 41.....

303.2.2 Functions of a Department..... 41.....

PART 400 UNIVERSITY OFFICERS; VICE PRESIDENTS AND OTHER OFFICERS OF ADMINISTRATION 42.....

401 University Officers; Vice Presidents and other Officers of Administration..... 42

402 Recruitment; Initial Appointment..... 42...

403 Performance Review..... 42.....

404 Appointment Termination..... 42.....

404.1 Resignation..... 43.....

404.2 Notice of Non-reappointment..... 43...

404.2.1 Severance..... 43.....

404.2.2 Assumption or Resumption of Faculty Appointment..... 43

404.3 Termination for Cause..... 44.....

404.3.1 Notice of Charges..... 44.....

404.3.2 Investigation..... 44.....

404.3.3 Notice of Decision..... 45.....

404.3.4 Appeal of Decision; Final Decision..... 45..

404.3.5 Faculty Appointment..... 45.....

405 Emeritus/a Status..... 46.....

406 Implementation..... 46.....

407 - Officer of Administration Benefits..... 46...

APPENDICES..... 47.....

A. FACULTY SENATE CONSTITUTION AND BYLAWS..... 47.

B. FACULTY AGREEMENTS..... 47.....

Faculty Handbook (applicable to non-unionized faculty)..... 47.

Collective Bargaining Agreement governing represented full faculty..... 47

Collective Bargaining Agreement governing represented part faculty..... 47

C. UNIVERSITY CATALOG..... 47.....

D. BOARD OF TRUSTEES' POLICIES, OPERATIONS, AND PLANNING ANNUAL 47

E. UNIVERSITY POLICIES WEBPAGE..... 47...

Index..... 48.....

PREFACE

UNIVERSITY IDENTITY

University Name and Status.

The official name of the institution is The University of Vermont and State Agricultural College. The Latin name, Universitas Viridis Montis, is the source of the popular abbreviation "UVM." Pursuant to Charter amendments adopted by the state legislature in 1955, the University of Vermont and State Agricultural College ("University") is a body corporate that shall be "recognized and utilized as an instrumentality of the state for providing public higher education." The University is also a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and a nonprofit corporation incorporated and registered to do business in the State of Vermont.

University Motto.

The motto of the University, "Studiis et Rebus Honestis," selected before the University's first graduation in 1804, comes from the Epistle (1.36) of Horace and may be freely translated as "Integrity in Theoretical and Practical Pursuits."

University Seal.

The University first adopted an official seal in 1807. The seal depicts the sun rising over the Green Mountains with the original "college edifice" (now the remodeled Old Mill) in the upper foreground, and a diagram of the Pythagorean Theorem, a quadrant, and a globe in the lower foreground. The outer ring of the seal includes the motto "Universitas V. Montis. A.D.

University Mace.

The mace is the symbol of the authority of the Board of Trustees as vested in the President. It resides in the office of the President and is carried by the Faculty Senate President, who serves ex officio as the University Marshal, at the head of official academic processions.

University Registered Marks.

Registered trademarks identifying the University and its programs, services, and activities are the property of the University, protected under state and federal trademark law. For information regarding marks registered to the University and use of University trademarks, see the University Board of Trustees' Policy on Operations and Planning Manual and the University Trademarks Policy.

PART 000 THE UNIVERSITY MANUAL

010 Description.

The University and University Officers' Manual ("University Manual") compiles certain policies regarding the governance, structure, and administration of the institution. Additional institutional policies appear on the University policies webpage (<http://www.uvm.edu/~uvmppg/ppg>) and in catalog statements, college, school and departmental policies, standards and guidelines; the Staff Handbook, the Faculty Handbook; and collective bargaining agreements applicable to represented faculty and staff. Questions regarding interpretation and implementation of the University Manual may be directed to the Office of the Senior Vice President and Provost, 85 South Prospect Street, 348 Waterman Building, Burlington, VT 05405-0160, (802) 656-4400, Provost.Office@uvm.edu.

020 Adoption and Revision.

The University Manual shall be maintained by the Office of the Senior Vice President and Provost. Its provisions may be revised only in accordance with the governance principles and protocols set forth in the University Charter, the University Bylaws, the resolutions of the Board of Trustees, and the Faculty Senate Constitution and Bylaws. The Senior Vice President and Provost shall periodically review the status of the University Manual and consult with the Executive Council of the Faculty Senate to ensure that proposed revisions to the University Manual are undertaken by persons or bodies having jurisdiction over such matters under governance requirements.

030 Conformance.

030.1 Applicable Law.

The University Manual shall be interpreted and applied in a manner consistent with federal and state law including, without limitation, state labor relations law.

030.2 Rule of Precedence.

Except as otherwise stated in the University Manual or as required by law, the following descending order of precedence shall apply in the event of conflicts between policies, standards, procedures, or guidelines: University Charter; University Bylaws; Board of Trustees' resolutions; University policies including the provisions of this Manual and legislation of the Faculty Senate; college or school policies, departmental policies. In addition, University faculty and staff may be subject to the provisions of handbooks or collective bargaining agreements, and the provisions of such agreements shall prevail in the event of a conflict with provisions of the University Manual.

PART 100 THE UNIVERSITY COMMUNITY

Note: The following University community statements are ~~non~~ inclusive. See section 010 for a listing of other institutional policy statements.

101 Mission, Key Purposes, and Goals

The University of Vermont is a distinguished institution with a proud history, based on a strong intellectual community and a concern for the quality of life in the communities that it serves. UVM combines the intellectual resources and breadth of opportunity of a research university with the close student-teacher interactions typical of a liberal education, and supports its mission through the effective use of technology.

Our aspirations reflect our values, which include:

A commitment to rigorous intellectual inquiry and critical thinking;

An abiding concern for the environment, health, and liberal education;

A strong commitment to diversity in the student body, the faculty and staff, and the curriculum;

A willingness to address difficult societal issues with honesty, civility, and practicality. We are a community that values respect, integrity, innovation, openness, justice, and responsibility and promotes the intellectual capacity to engage in ethical decision making; and

An appreciation of our commitment to the State of Vermont and our ~~land~~ heritage.

101.1 Vision

To be among the nation's premier small research universities, preeminent in our comprehensive commitment to liberal education, environment, health, and public service.

101.2 Missions

To create, evaluate, share, and apply ~~w~~ledge and to prepare students to be accountable leaders who will bring to their work dedication to the global community, a grasp of complexity, effective problem-solving and communication skills, and an enduring commitment to learning and ethical conduct.

- **Diversity:** Build a diverse and globally aware university community sustained by an inclusive, supportive, and just campus climate.
- **Academic Programs:** Increase the quality and stature of academic programs and align undergraduate and graduate education with institutional priorities.
- **Scholarship:** Focus and strengthen research, scholarship, and the creative arts, and develop outstanding graduate programs that support the creation and sharing of knowledge.
- **Student Experience:** Provide a distinctive university experience that prepares students for success as accountable leaders in the 21st century.
- **Institutional Efficacy:** As an institution, model the highest standard of ethical conduct, accountability and best practices, public service, and strong commitment to lifelong learning.

102 Our Common Ground

The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential.

We aspire to be a community that values:

RESPECT. We respect each other. We listen to each other, encourage each other and care about each other. We are strengthened by our diverse perspectives.

INTEGRITY. We value fairness, straightforward conduct, adherence to the facts, and sincerity. We acknowledge when things have not turned out the way we had hoped. As stewards of the University of Vermont, we are honest and ethical in all responsibilities entrusted to us.

Academic Freedom and Special Responsibilities of Faculty Members

We subscribe to the 1940 Statement of Principles on Academic Freedom of the American Association of University Professors which provides:

- a. Faculty are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the university.
- b. Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject.
- c. Faculty are citizens, members of a learned profession, and officers of the university. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the university.

In addition, there are recognized qualifications which must be attained and maintained before the privilege of being a member of the academic profession can be considered a permanent one: satisfactory performance as a teacher, scholarship, and high moral standards.

Responsibility of the Institution to the Faculty

The University must defend tenaciously the right of its members to think and express their thoughts freely and to make those choices within the law guaranteed to every citizen. This includes the right of dissent since any democratic institution ceases to merit the name democratic when this fundamental right is denied. Never is this duty more imperative than in those unhappy times when the public opinion of the community would restrain or curtail the free play of ideas. The universities, whose roots extend back into the centuries, have a tradition and duty to maintain an independence of judgment in the face of public opinion.

Academic Freedom and Tenure

Tenure is an indispensable pre-condition for academic freedom. It is, in fact, a guarantee that the institution subscribes to the principle of academic freedom and that its members may not be dismissed without adequate cause. Termination of tenure should occur only in cases of bona fide financial exigency in the University or when it has been demonstrated that the teacher lacks professional or moral fitness or competence as a teacher.

In the interpretation and the application of these principles we shall expect the University authorities to be quick to protect its heritage of academic freedom and in doubtful cases remembering that an excess of freedom is always less dangerous than an excess of constraint.”

104 Equal Employment Opportunity and Affirmative Action

The University of Vermont and State Agricultural College is committed to a policy of equal employment opportunity and to a program of affirmative action in order to fulfill that policy. The University will accordingly recruit and hire into all positions the most qualified persons in light of job related requirements, and applicants and employees shall be treated equally in employment matters without regard to criteria including race, color, religion, ancestry, national origin, sex, sexual orientation, disability, age, positive HIV related blood test results, status as a disabled or Vietnam Era Veteran, or gender identity or expression, as these terms are defined under applicable law, or any other factor or characteristic protected by law. In addition, the University of Vermont recognizes that discriminatory harassment and sexual harassment are forms of unlawful discrimination, and it is therefore the policy of the University that discriminatory harassment and sexual harassment will not be tolerated. The University also prohibits unlawful harassment on the basis of other characteristics protected by law. Further, employees and applicants will not be subjected to harassment or retaliation because they have engaged in or may engage in the following: filing a complaint; assisting or participating in an investigation, compliance evaluation, or any other activity related to the administration of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 ("VEVRAA"), Section 503 of the Rehabilitation Act of 1973 ("Rehabilitation Act"), or the Affirmative Action provisions of federal, state or local law; opposing any act or practice made unlawful by VEVRAA, requiring equal employment opportunities for individuals with disabilities, disabled veterans, or veterans of the Vietnam Era; or exercising any rights under VEVRAA or the Rehabilitation Act. The President is the official responsible for the interpretation and administration of this policy.

See University Board of Trustees Policies, Operations, and Planning Manual for adoption dates and elaboration.

105 Equal Opportunity in Educational Programs and Activities

The University of Vermont and State Agricultural College is committed to a policy of equal educational opportunity. The University therefore prohibits discrimination on the basis of criteria such as race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, or gender identity or expression, as those terms are defined under applicable law, in admitting students to its programs and facilities and in administering its

admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or activities made available to students at

PART 200 UNIVERSITY ORGANIZATION , GOVERNANCE

The University of Vermont

The University of Vermont

202.5.2 Conformance with State Law.

The authority of the Faculty Senate shall be exercised in a manner consistent with governing law and the rights and obligations of the University as well as the rights and obligations of faculty represented by labor organizations certified under state labor relations law

202.6 The University Faculty

202.6.1 Faculty Appointments.

The University Faculty consists of persons holding such titles and rank as the University may establish through customary processes in the Colleges, Schools, and other academic units of the University, and includes the President of the University, the Provost, and Deans. Faculty appointments shall be initially made by the Board upon recommendation of the President.

The University of Vermont

the award of appropriate degree

204.5 Academic Centers and Institutes

Centers and institutes facilitate the performance of interdisciplinary or focused research or other scholarly or creative activities not otherwise conducted in the structure of Programs, Departments, Schools, or Colleges. Centers and institutes that involve any or all of the following are considered academic centers and institutes: curriculum or instruction, research, scholarship or creative arts. Proposals to establish, substantially change or eliminate academic centers and institutes must be approved by the Board of Trustees, upon recommendation of the President and Provost. Following application of appropriate governance protocols, the latter to include Faculty Senate approval. Academic centers and institutes are subject to regular review by the Faculty Senate.

The scope of academic centers and institutes vary from a sharply defined focus within a school or college to an interdisciplinary subject or specialized field of study spanning two or more academic units. The terms can be used interchangeably according to preference. Other synonymous terms may be used in the working title in order to best reflect current practice in a field.

Academic centers and institutes do not grant degrees or appoint faculty, nor do they offer credit-bearing courses except in cooperation with the academic unit(s) that constitute their participants.

In general, a University-wide or cross-college center or institute will be hosted in one of the participating colleges or schools. Its Director will be appointed by and report to the Provost or the Vice President for Research. Academic centers or institutes that are housed within a single college or school will typically have a Director who is appointed by and reports to the Dean or other designated college administrator.

204.6 Vermont Agricultural Experiment Station

204.6.1 Description.

The Agricultural Experiment Station was established in 1886 as a state and federal partnership to serve the agricultural needs of the state through research. The Experiment Station research is now funded by both public and private sources.

204.6.2 Director.

The Agricultural Experiment Station operates under the direction of a Director who, in consultation with researchers and their staff and advisors and citizen stakeholders, develops and oversees research and programs. The Director reports to the Dean of the College of Agriculture and Life Sciences.

204.7 UVM Extension

204.7.1 Description.

UVM Extension was established in 1912 as a state and federal partnership to provide Vermonters timely, research-based education and information. Programs are offered throughout the state, covering a wide array of subjects including cultural business profitability, forest and farm stewardship, economic development, nutrition and food safety and life skills for youth.

204.7.2 Dean or Director.

UVM Extension operates under the direction of its Dean or Director, in consultation with its faculty, staff, volunteers, and community advisors, to develop and conduct educational programs and to provide information to the citizens of the state.

candidates to the Faculty Senate, which recommends candidates for the awarding of degrees by the Board of Trustees.

204.9.2 Dean.

Advised by College faculty committees, the Dean is responsible to the Provost for formulating and implementing standards, policies and procedures governing the academic and clinical program and matters relating to student enrollment and status

204.10 Continuing Education

204.10.1 Description.

Continuing Education is an enrollment unit of the University responsible for the coordination and administration of credit and non-credit courses and program consultation and cooperation with the Deans of academic units as otherwise approved through normal channels. Continuing Education is responsible for the coordination and administration of Summer Session and enrollment, support, and program development for degree students.

204.10.2 Dean or Director.

The Continuing Education Dean or Director reports to the Provost and subject to University Manual policies and procedures otherwise applicable to recruitment, appointment, evaluation, and review of Deans.

204.11 Department of Military Studies

204.11.1 Description.

The Department of Military Studies is an instructional unit of the University responsible for offering the institutional curriculum in military studies.

204.11.2 Professor of Military Studies.

The Professor of Military Studies is assigned to the University by the Department of the Army, subject to the approval of the President in consultation with the Provost. The Professor of Military Studies is responsible to both the Department of the Army and to the Provost for the efficient administration of the Department. The Provost shall conduct an annual performance evaluation of the Professor of Military Studies. The Provost will meet with the Professor of Military Studies to discuss the results of the performance review and to convey a salary adjustment for the upcoming fiscal year. The Professor of Military Studies is subject to non-reappointment by the Provost following the Provost's consultation with

the President and in accordance with any applicable requirements and protocols of the Department of the Army.

204.12 University Libraries

204.12.1 Description.

As the premier public research library for the State of Vermont and the northern New England region, the University Libraries represent the intellectual core of the commitment of the University to knowledge creation, application, and dissemination. University Libraries faculty and staff serve to meet the wide-ranging and varied information needs of faculty, students, staff, and the general public through active engagement in the acquisition and licensing of research collections; access, description, and management of scholarly and other research materials; instruction in information literacy and knowledge management concepts and skills; and preservation and storage of historic and archival materials.

204.12.2 Dean or Director.

The Dean or Director, with the advice of the Libraries faculty and staff, is responsible to the Provost for formulating and implementing standards, policies, and procedures governing the Libraries and information resources. The Dean or Director is subject to University Manual policies and procedures otherwise applicable to the recruitment, appointment, evaluation, and review of Deans.

204.13 Robert Hull Fleming Museum

204.13.1 Description.

The Robert Hull Fleming Museum is a research and teaching facility for the University of Vermont. It is located on the University campus in Burlington, Vermont. The museum is a historic building that was built in 1914. It is a National Historic Landmark and is listed on the National Register of Historic Places. The museum is a research and teaching facility for the University of Vermont. It is located on the University campus in Burlington, Vermont. The museum is a historic building that was built in 1914. It is a National Historic Landmark and is listed on the National Register of Historic Places.

PART 300 ACADEMIC UNIT GOVERNANCE, COMPOSITION, AND ADMINISTRATION

301 Deans

301.1 Recruitment.

The President, in consultation with the Provost, shall appoint a search committee advisory to the President in conjunction with initiation of a deanship recruitment process. The search committee will include no fewer than four faculty members of the College or School faculty for which a Dean is being recruited; the Dean of another College or School or his/her designee as desirable; a faculty member from another College or School whose academic programs interrelate with those of the College or School for which the Dean is being recruited; two students enrolled in a degree program offered by the College or School; a member from the College or School staff; and such other persons as the President chooses to appoint. The representatives will be identified under the timetable the President establishes.

301.2 Appointment.

Deans are initially appointed by the President upon recommendation of the Provost.

for the College or School for approval by the Provost and administrators following its approval. The Dean is responsible for the mentoring and oversight of Department Chairs.

301.4 Performance Review.

301.4.1 Annual Review.

The Provost shall conduct an annual performance review of each Dean. The Provost will meet with each Dean individually to discuss the results of the performance review and, following consultation with the President, to convey a reappointment decision and the s upon reappointment.

301.4.2 Third Year Review.

The Provost shall conduct a review of a Dean's performance during the semester of the initial third year of appointment. The primary objective of the evaluation is to facilitate continued improvement of the academic leadership and management of the College or School. For Schools and Colleges with academic departments, input will be sought from every Department Chairperson and, separately, from the faculty and staff. For Schools and Colleges without Departments, the faculty and staff shall be given an opportunity to provide input into the third year performance review. Such input will be based upon the Dean's performance of the responsibilities set forth in section 301.3 and as otherwise defined by the University through proper channels. The Office of the Provost will distribute and administer standardized evaluation forms in electronic format, so that confidentiality may be assured. The standardized form shall have the following characteristics: 1) the form will use a combination of descriptive criteria upon which the Dean shall be ranked and opportunities for narrative comments to justify the ranks assigned; 2) respondents may reveal their identity but are not required to do so; and 3) the identities of the participants will not be revealed to the Dean under review. The Provost shall prepare a written report on the Dean's performance, which shall include a summary of the Chairpersons' evaluations (when applicable) as well as faculty and staff evaluations. The Provost shall share this written report with the Dean, who shall have the right to submit a written response. The Provost maintain a record of the performance appraisals, the individual evaluation forms, and any responses from the Dean.

301.4.3 Periodic Comprehensive Review.

A Dean shall undergo a comprehensive performance review at intervals of no longer than five years. The primary objective of the review is to provide advice to the President as he/she determines, in consultation with the Provost, whether the Dean will be reappointed following the appointment year in progress. Such a review may be commenced at any point by the President at his/her own initiation, or upon request of the Provost, the Dean, a majority of the Chairpersons of the academic unit, or one-third of the faculty of the academic unit eligible to vote under the bylaws of the College or School.

The Provost shall appoint a committee of nine faculty members to review the Dean, such appointments to be made during the spring semester of the review year. Three faculty members will be elected representatives from the academic unit, three appointed by the Faculty Senate Executive Council, and three will be appointed by the Provost, including the committee chairperson, who must come from outside the academic unit. The review committee shall conduct its work in an expeditious manner. It shall begin its work with a thorough review of the third-year evaluation documents. It shall consult with Chairpersons (if there is a departmental structure), faculty, staff, and students from the academic unit, and others deemed appropriate from within or outside the University. The committee shall submit a written report to the Provost no later than May 1 of the academic year in which the review commences. The Provost shall present the full report of the review committee to the Dean, with a copy to the President, and shall distribute an accurate summary of the findings of the report to every faculty and staff member of the academic unit.

The Executive Council of the Faculty Senate shall monitor the Deans' review process and shall report to the Senate no less often than once every three years as to the adequacy of its operation.

301.5 Appointment Termination.

Decan appointments terminate through resignation, non-reappointment, or termination for cause.

301.5.1 Resignation.

Resignation by a Dean must be made in writing to the President, with a copy to the Provost. The resignation shall become effective on a date and terms mutually agreed by the Dean and the President and memorialized in writing.

301.5.2 Notice of Non-reappointment.

A Dean will be considered for re-appointment annually after the initial appointment. Following consultation with the Provost, the President may give a Dean notice of non-reappointment at any time during an appointment (fiscal year in progress) relative to the following (fiscal) year. The non-reappointment may be based upon job performance or reasonably derived strategic, programmatic, administrative, or budgetary reasons. Notice of non-reappointment shall be given in writing.

301.5.3 Severance.

If, on the date that notice of non-reappointment is given, there are six (6) months or more remaining in the appointment year in progress, the Dean will receive notice of non-reappointment in lieu of any severance payment unless, in the Provost's discretion, the Provost elects to provide severance in lieu of continuation of the Dean's appointment for all, or a portion of, the remainder of the year in progress, on the date that notice of non-

reappointments given, there are fewer than six (6) months remaining in the appointment year in progress, the Dean will receive a combination of notice and severance such that the combined period of notice and the severance payment represents the period equivalent to six (6) months. Any accrued but unused vacation will be paid at the time of severance payment or within thirty (30) days of the last day of service as Dean except in cases where the Dean assumes or resumes a University appointment in which vacation accrues in which case vacation will be carried over.

The Provost may enlarge the amount of severance described in the preceding paragraph only with the advance consent of the President. Severance shall not be provided if the Dean accepts another administrative appointment at the University following the effective date of non-reappointment as Dean.

301.5.4 Assumption or Resumption of Faculty Appointment.

A Dean who receives notice of non-reappointment or who resigns the deanship and who has a preexisting right to assume or resume a faculty appointment may do so after the decanal appointment ends. This election must be made in writing to the Provost, with a copy to the Dean and academic department chair, within thirty (30) calendar days of issuance of the notice of non-reappointment or the Dean's submission of a notice of resignation.

A Dean who elects to assume or resume a faculty appointment shall take a six (6)-month administrative leave of absence to prepare for the assumption or resumption of duties as a faculty member. During the administrative leave, the Dean will be compensated at the salary and benefits level applicable to the decanal appointment through the period in which severance payments, if any, are paid, in accordance with Section 301.5.3. The balance of the administrative leave period will be compensated at the salary and benefits level applicable to the upcoming faculty appointment. The faculty salary of a Dean assuming or resuming a faculty appointment shall be determined by the Provost in accordance with established procedures.

A recipient of a leave of absence to prepare for the assumption or resumption of duties as a faculty member will be required to return to the University and serve at least one (1) full academic semester following the administrative leave. Failure to fulfill this obligation shall require the full and immediate repayment of salary and benefits received from the University while on administrative leave, unless the faculty member, Dean/Director and Provost agree on alternative arrangements.

301.5.5 Termination for Cause.

A Dean may be terminated for cause for conduct constituting serious malfeasance or nonfeasance, including without limitation violations of University policy or law relevant to fitness as Dean, insubordination, falsification of records, or grossly negligent or omissions in the performance of duties. Any allegations of serious malfeasance or

nonfeasance shall be referred to, or initiated by, the Provost. If, after consulting with the President, the Provost concludes that the alleged conduct, if proved, would constitute a basis for termination, the procedures below will apply.

Notice of Charges. The Provost will promptly issue the Dean written notice of charges and a summary of the preliminary supporting evidence, and provide the Dean with an opportunity to respond within a specified time to the charges in a meeting and in writing. If the Provost determines that it would be in the best interests of the University and/or the College or School for the Dean to be placed on paid administrative leave pending results of an investigation, in the absence of extenuating circumstances the leave will be instituted with written notice to the Dean immediately following provision of the opportunity to respond to the charges.

Investigation. The Provost will promptly commence an investigation responsive in nature and scope to the pending charges. If an investigative procedure otherwise relevant to the charges applies (such as those relating to investigative audits or discrimination complaints), the Provost will request initiation of such process and await its findings and recommendations. The investigation will be completed within twenty business days except in extenuating circumstances, in which latter case the Provost will advise the Dean in writing of the delay and the revised date for completion of the investigation.

a. Notice of Decision. Promptly after the investigation is complete, the Provost will writing convey its results to the Dean, who will be given an opportunity to respond to the Provost in writing within ten business days. The Provost will issue a final written decision within twenty business days of receipt of the Dean's written response to the investigative report or within twenty business days following expiration of the response period if no response is submitted. The Provost's decision shall include a reiteration of the charges; a ruling on the charges, including a summary of the supporting evidence and statement of rationale for the decision; if the decision is to terminate the appointment, the effective date of termination; and the appeal process, including the filing deadline.

b. Appeal of decision; final decision. The Dean may appeal to the President within ten business days following issuance of the Provost's decision. The appeal is made by the Dean filing with the President a notice of appeal and an explanation of the basis for the appeal. If an appeal is filed, the President will issue a final written decision within twenty business days of receipt of the appeal, a copy of which will be sent to the Provost. If the Dean does not appeal within the required time frame, or does not obtain from the President an extension of time within which to appeal for reasonable cause shown, the decision of the Provost shall be final. Compensation associated with the deanship appointment shall end as of the effective date of termination.

c. Faculty appointment. A Dean who is terminated for cause and who has a preexisting right to assume or resume a faculty appointment, may do so after the deanship appointment ends notwithstanding a termination for cause of the deanship, unless the faculty status is

itself affected under procedures applicable to faculty appointments. This selection must be made in writing to the Provost, with a copy to the Dean and academic department chair within thirty (30) calendar days of notice of termination for cause. Duties associated with the faculty appointment shall resume as soon as feasible in light of department needs as reasonably determined by the Chair in consultation with the successor Dean, but ordinarily no later than the first full semester following termination of the decanal appointment. A dean who is terminated for cause and is returning to the faculty will not receive a paid administrative leave prior to assuming or resuming faculty duties, but may be on unpaid leave from the effective date of termination as dean until the date the faculty position commences.

302 College and School Faculties

302.1 Membership.

The membership of the faculty of each undergraduate College or School and the College of Medicine consists of the President; the Provost; the Dean of the College or School; and all persons who hold faculty appointments within an academic unit of the College or School. Regulations concerning additional memberships and voting privileges are established by the individual faculties in College or School bylaws. The faculty of the Graduate College consists of the President, the Provost, the Dean of the Graduate College, and all persons who are elected by the Graduate College faculty and appointed by the Dean of the Graduate College.

302.2 Self-Governance.

College or School bylaws shall be adopted by the respective faculties, subject to the approval of the Provost and periodic review by the respective faculties and the Provost. The bylaws must be consistent with the policies and guidelines of the University and the Faculty Senate and standards established for admission, graduation, and other matters for acad

The University of Vermont

- a. Consulting with the faculty regarding the development and implementation of guidelines for faculty assignments and the standards for decisions about changes in faculty status;
- b. Attending to courses of instruction and research and their purpose and content, and scheduling courses for and otherwise making assignments to faculty;
- c. Assessing the effectiveness of Departmental instruction and student advising;
- d. Making recommendations to the Dean, following such consultation with Department faculty as may be required by Department guidelines, on the appointment of new faculty and reappointment of faculty;
- e. Fostering research and scholarship by Department faculty, and assisting in appropriate administration of the research;
- f. Mentoring faculty and conducting annual performance review of faculty and reviews relating to changes in faculty status;
- g. Initiating corrective action relating to faculty performance or conduct;
- h. Preparing a budget for the unit and managing the budget after its adoption;
- i. Scheduling meetings to conduct Department business, periodically on his/her own initiative or at the request of any two members of the Department, and otherwise consulting with Department faculty as may be necessary or desirable for the effective administration of the Department; and
- j. Being familiar with University, College/School, and Department policies or contract requirements as necessary effectively to carry out the responsibilities of a Chairperson.

With the prior authorization of the Provost, a Dean may authorize appointment of Department Vice Chairperson where the Department size, Chair workload, or other reasonable administrative considerations render this action desirable. In the event, the Chair will appoint the Vice Chair following consultation with Department faculty and following the approval of the Dean. Vice Chair appointments are subject to annual approval and renewal on a schedule commensurate with the University fiscal year, and the Dean must approve any supplemental compensation associated with the Vice Chair position. The Vice Chair may be delegated such duties as the Chair assigns, provided that the Chair remains ultimately responsible for the proper execution of all duties assigned to a Chair. The Chair is also responsible for the annual performance evaluation of a Vice Chair, in consultation with Department faculty.

School, or the Department for the Chair to be placed on paid administrative leave pending the results of an investigation, in the absence of extenuating circumstances, shall be instituted with written notice to the Chair immediately following provision of the opportunity to respond to the charges.

(ii) Investigation. The Dean will promptly commence an investigation responsive in nature and scope to the pending charges. If an investigative procedure otherwise relevant to the charges applies (such as those relating to investigative audits or discrimination complaints), the Dean will request initiation of such process and await its findings and recommendations. The investigation will be completed within twenty (20) business days except in extenuating circumstances, in which latter case the Dean will advise the Chair in writing of the delay and the revised date for completion of the investigation.

(iii) Notice of Decision. After the investigation is complete, the Dean will in writing convey its results to the Chair, who will be given an opportunity to respond to the Dean in writing within ten business days. The Dean will issue a final written decision within twenty business days of receipt of the Chair's written response to the investigative report or within twenty business days following expiration of the response period if no response is submitted. The Dean's decision shall include a reiteration of the charges; a ruling on the charges, including a summary of the supporting evidence and statement of rationale for the decision; if the decision is to terminate the appointment, the effective date of termination; and the appeal process, including the filing deadline.

(iv) Appeal of decision/final decision. The Chair may appeal to the Provost within ten business days following issuance of the Dean's decision. The appeal is made by the Chair filing with the Provost a notice of appeal and an explanation of the basis for the appeal. If an appeal is filed, the Provost will issue a final written decision within twenty business days of receipt of the appeal, a copy of which will be sent to the Dean. If the Chair does not appeal within the required time frame, or does not obtain from the Provost an extension of time within which to appeal for reasonable cause shown, the decision of the Dean shall be final. Compensation associated with the Chair's appointment shall end as of the effective date of termination.

(v) Faculty appointment. A Chair who has a preexisting tenure or contract right of faculty appointment shall retain the faculty appointment notwithstanding a termination for cause of the chair appointment, unless the faculty status is itself affected under procedures applicable to faculty appointments. Duties associated with the faculty appointment shall resume as soon as feasible in light of Department needs as reasonably determined by the Dean in consultation with the successor Chair, but ordinarily no later than the first full semester following termination of the appointment.

303.2 Department Governance and Functions

303.2.1 Self-Governance.

Each Department has jurisdiction over matters that concern its own internal policy and practices as long as the authority is exercised in a manner consistent with the policies of the College or School and the University. Questions of precedence shall be determined in accordance with section 030.2. The Dean shall resolve questions of jurisdiction and responsibility between the Departments of a College or School upon referral of those questions by a Department Chair to the Dean. The Dean shall also resolve questions of jurisdiction between a Department and the faculty upon referral of those questions by a Department Chair or a faculty member of an affected Department to the Dean.

303.2.2 Functions of a Department.

The principal functions of a Department are to:

- a. Develop an appropriate program of instruction, research, and service consistent with that of College or School and the University;
- b. Study and employ ways and means of making its instruction more effective; and
- c. Maintain and effectively utilize the resources entrusted to it by the University.

PART 400 UNIVERSITY OFFICERS; VICE PRESIDENTS AND OTHER OFFICERS OF ADMINISTRATION

401 University Officers; Vice Presidents and other Officers of Administration.

The Board of Trustees shall appoint Officers of the University pursuant to the University Bylaws. In addition, University Officers of Administration include the President, Senior Vice President and Provost, the Vice Presidents, and those additional Officers of Administration as the President may appoint or delegate the authority to appoint.

402 Recruitment; Initial Appointment.

The processes for recruitment of the President and the Provost are set forth in sections 202.2.3 and 202.3.3 respectively. Officers of Administration shall otherwise be recruited in a manner consistent with applicable governance requirements.

Provisions applicable to the recruitment, appointment, and changes in appointment status of Deans and Department Chairpersons appear in sections 301 and 303.1 respectively.

At the time of initial appointment, the hiring of the 03 Tc 0.21 Tw 0.46.uA

404.1 Resignation.

An Officer who elects to assume or resume a faculty appointment shall be granted a one-month administrative leave of absence to prepare for the assumption or resumption of duties as a faculty member. During the administrative leave, the Officer will be compensated at the salary and benefits level applicable to the Officer appointment through the period in which severance payment is to be paid, if any, in accordance with Section 404.2.1. The balance of the administrative leave period will be compensated at the salary and benefits level applicable to the upcoming faculty appointment. The faculty salary of an Officer assuming or resuming a faculty appointment shall be determined by the Provost in a manner consistent with applicable procedures.

A recipient of a leave of absence to prepare for the assumption or resumption of duties as a faculty member will be required to return to the University and serve at least one (1) full academic year following the administrative leave. Failure to fulfill this obligation shall require the full and immediate repayment of salary and benefits received from the University while on administrative leave, unless the faculty member, Dean/Director and Provost agree on alternative arrangements.

404.3 Termination for Cause.

An Officer of Administration may be terminated for serious nonfeasance or malfeasance, including without limitation violations of University policy or law relevant to fitness as an Officer of Administration, insubordination, falsification of records, or grossly negligent acts or omissions in the performance of duties. Any allegations of serious malfeasance or nonfeasance shall be referred to, or initiated by, the senior supervising officer. For purposes of this provision, the Senior Vice President shall be the senior supervising officer relative to Vice Presidents. If, after consideration of the nature of the charges and any preliminary supporting evidence, the senior supervising officer concludes that the conduct, if proved, would constitute a basis for termination, the procedures below will apply.

404.3.1 Notice of Charges.

The senior supervising officer will promptly issue the Officer of Administration written notice of charges and a summary of the preliminary supporting evidence, and provide the Officer of (t)0.6 (e)0.6 (nrmay 8minary f, after cov(e)0j 0.14ice Pr.068)0.068s,olict

and recommendations. The investigation will be completed within twenty business days except in extenuating circumstances, in which latter case the senior supervising officer will advise the Officer of Administration in writing of the delay and the revised date for completion of the investigation.

404.3.3 Notice of Decision.

After the investigation is complete, the senior supervising officer will in writing convey its results to the Officer of Administration, who will be given an opportunity to respond to the senior supervising officer in writing within ten business days. The senior supervising officer will issue a final written decision within twenty business days of receipt of the written response to the investigative report or within twenty business days following expiration of the response period if no response is submitted. The senior supervising officer's decision shall include a reiteration of the charges; a ruling on the charges, including a summary of the supporting evidence and statement of rationale for the decision; if the decision is to terminate the appointment, the effective date of termination; and the appeal process, including the filing deadline.

404.3.4 Appeal of Decision; Final Decision.

The Officer of Administration may appeal to the President within ten business days following issuance of the senior supervising officer's decision. The appeal is made by the Officer of Administration filing with the President a notice of appeal and an explanation of the basis for the appeal. If an appeal is filed, the President will issue a final written decision within twenty business days of receipt of the appeal, a copy of which will be sent to the senior supervising officer. If the Officer of Administration does not appeal within the required time frame, or does not obtain from the President an extension of time within which to appeal for reasonable cause shown, the decision of the senior supervising officer shall be final. Compensation associated with the Officer of Administration appointment shall end as of the effective date of termination. Termination of the administrative appointment shall not affect secondary faculty appointment status unless such status is suspended or terminated under procedures otherwise applicable to faculty appointments.

404.3.5 Faculty Appointment

An Officer of Administration who is terminated for cause and who has a preexisting right to assume or resume a faculty appointment, may do so after the appointment ends notwithstanding a termination for cause, unless the faculty status is itself affected under procedures applicable to faculty appointments. This election must be made in writing to the Provost, with a copy to the Dean and academic department chair, within thirty (30) calendar days of notice of termination for cause. Benefits associated with the faculty appointment shall resume as soon as feasible in light of Department needs as reasonably determined by the Chair in consultation with the Dean, but ordinarily no later than the first full semester following termination of the Officer of Administration appointment. An Officer of Administration who is terminated for cause and is returning to the faculty will not receive a paid administrative leave prior to assuming or resuming their faculty duties, but may be on

unpaid leave from the effective date of termination as an Officer of Administration until the date the faculty position commences.

405 Emeritus/a Status.

The President may award the honorary title of emeritus to retiring Officers of Administration who served the University with distinction.

406 Implementation.

The President may establish such additional policies, procedures, and guidelines as may be necessary or desirable to implement the provisions of Part 400.

407 - Officer of Administration Benefits.

Information pertaining to current benefits afforded Officers of Administration is available at the following web site:

<http://www.uvm.edu/hrs/?Page=info/benefits/plans/ofcbenefits.html&SM=info/infomenu.html>

APPENDICES

A. FACULTY SENATE CONSTITUTION AND BYLAWS

B. FACULTY AGREEMENTS

Faculty Handbook (applicable to non-unionized faculty)

Collective Bargaining Agreement governing represented full-time faculty

Collective Bargaining Agreement governing represented part-time faculty

C. UNIVERSITY CATALOG

D. BOARD OF TRUSTEES' POLICIES, OPERATIONS, AND PLANNING MANUAL

E. UNIVERSITY POLICIES WEBPAGE

Index

A

Academic Freedom.....	11, 12, 13, 19, 20
Academic Unit, Structure and Categories of	22.
Academic Units.....	22
Advisory Bodies.....	21.
Alumni Council.....	22

B

Benefits, Officer of Administration.....	46
Board of Trustees.....	15
Board of Trustees Policies, Operations, and Planning Manual.....	48

C

Catalog, University.....	48
Centers.....	24.
Certificate Program.....	23
Chairpersons, Departments.....	36
Collective Bargaining Agreement, full-	

P

Policies, University webpage.....48
 Precedence, Rule of.....8.
 President.....16
 Programs.....23
 Provost.....17.

R

Revisions, University Manual.....8
 Robert Hull Fleming Museum.....28

S

Staff Council.....21
 Student Government Association.....21

U

University Council.....21
 University Manual, Description.....8
 University Organization.....15

V

Vice President, Appointment Termination.....44
 Vice President, Emeritus/a Status.....46
 Vice President, Notice of Non-
 reappointment.....44
 Vice President, Performance Review...43
 Vice President, Recruitment and Initial
 Appointment.....43
 Vice President, Resignation.....44
 Vice President, Termination for Cause45
 Vice Presidents.....43