

BY-LAWS OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK AND FAMILY SCIENCE

ARTICLE I. PURPOSE

The purpose of these By-Laws is to establish the organizational structure and legislative governance procedures of the faculty of the Raymond A. Kent School of Social Work and Family Science, hereafter referred to as Kent School. These By-Laws seek to promote participation in governance and decision-making, the orderly and efficient conduct of business, and a healthy and inclusive organizational culture and climate for faculty, staff, and students.

ARTICLE II. FACULTY

1. Membership

Full-time faculty shall consist of all personnel with probationary and tenured appointments, as described in Article 4.1, Section 4.1.1. of the Redbook, as well as personnel with full-time nontenurable term appointments (hereafter referred to as *Professors of Professional Practice [PPP]*), pursuant to Article 3.1, Section 3.3.1 and as described in Article 4.1, Section 4.1.1.A.2 of the Redbook. Additionally, to be considered full-time under these By-Laws, faculty must have a primary appointment (80 percent or greater) to Kent School. *Part-time or adjunct faculty* shall consist of personnel who are hired on a part-time basis to teach, conduct research, or perform service pursuant to Article 4.1, Section 4.1.2 of The Redbook. *Emeritus faculty* shall consist of retired faculty voted such status¹ pursuant to 4.1.3 of the Redbook. *Affiliated or associate faculty* shall consist of faculty voted such status¹ pursuant to 4.1.4 (Special Types of Faculty Appointments) of the Redbook. Affiliated or associate faculty are faculty who hold a full-time primary appointment for a minimum of at least one academic year in a unit or department of the University of Louisville other than Kent School or in another institution of higher learning. *Visiting faculty* shall consist of faculty voted such status¹. Visiting faculty are faculty who are on leave from another institution where they hold a full-time primary appointment and are invited to Kent School and to the University for a specified period of time to share their expertise through teaching, research, and/or service. *Gratis (voluntary) faculty* shall consist of faculty voted such status. Gratis faculty appointments are unpaid positions that support the educational, research, or service missions of the School. Emeritus, Affiliated/Associate, Visiting or Gratis faculty status are conferred by a majority vote of the probationary and tenured faculty, upon a nomination from the Dean or a full-time tenured or probationary faculty member and a recommendation from the personnel committee. Gratis faculty are subject to Board of Trustees Approval or its designate.

2. Responsibilities and Duties

The full-time faculty shall have general legislative powers over all matters pertaining to its own affairs as established by Sections 3.3.2 and 3.3.3 of the Redbook and these By-Laws. The legislative powers include, but are not limited to: (1) governance of the School in matters within its jurisdiction and authority; (2) promotion of innovative and high quality academic, research, and service activities; and (3) establishment and enactment of recruitment, admissions, and its own

personnel policies and procedures. Specific duties of the full-time faculty are listed in Appendix 2 of these bylaws.

ARTICLE III. ADMINISTRATION

The administration shall include the Dean and other Associate and Assistant Deans, as well as program directors as appointed by the Dean according to Article 3.3, section 3.3.5 of the Redbook.

1. The Dean

The Dean shall be the educational and administrative head of the School in accordance with the authority delegated under Article 3.2 of the Redbook and duly approved University policies. The Dean shall be responsible directly to the Executive Vice President and University Provost for effective administration and conduct of the School's academic programs. The Dean reports to the University Provost through whom they shall be responsible to the President for the administration of the School. The Dean shall be responsible for representing the views of the faculty to the executive offices of the University. As per section 3.2.2 of the Redbook, the Dean's specific duties and responsibilities, which shall be approved by the President and the faculty of the School, are detailed in a job description in Appendix 3.

2. Associate Dean(s), Assistant Dean(s), and Program Directors

Associate and assistant deans are appointed by the Board of Trustees upon recommendation by the Dean, University Provost and President. In accordance with the Redbook (Section 3.3.5), searches for divisional or departmental officers may be limited to internal candidates at the discretion of the Dean. In such cases, the departmental faculty shall submit a slate of candidates to the Dean, from which the Dean may strike any candidates. Before making a recommendation regarding for associate deans, assistant dean, and program directions, the Dean shall seek the concurrence of the departmental faculty by one of two methods: Method 1: The departmental faculty may vote on all acceptable candidates. Method 2: The departmental faculty may vote on the candidate tentatively selected by the Dean. When the Dean and a majority of the departmental faculty concur on a candidate, the Dean may recommend associate and assistant deans via the Executive Vice President and University Provost for approval by the President and Board of Trustees. If there is an impasse in this process, the Dean and departmental faculty shall each submit written reports to the Executive Vice President and University Provost, who shall recommend a departmental officer to the President and Board of Trustees. Job descriptions for these administrative appointments shall be prepared by the Dean and approved by full-time faculty, and be made available to all faculty and staff. Program directors include the administrator of programs ending in a degree (e.g., BSW, MSSW, MCFT, DSW, or PhD). The performance of Associate and Assistant Deans and of program directors shall be evaluated annually by the Dean.

ARTICLE IV. ACADEMIC PROGRAMS

Academic programs shall consist of those ending in a degree or specialized curricular options that have been approved by full-time faculty of the Unit and approved by University-mandated processes. Any recommendation from the Dean or full-time faculty to establish or eliminate an academic program requires a favorable written or electronic ballot of two-thirds of the full-time faculty and recognized officially by the University.

ARTICLE V: FACULTY MEETINGS, ASSEMBLIES, & ASSOCIATIONS

Faculty meetings, assemblies, and associations are vehicles of shared governance of the School, and shall be the responsibility of the faculty, Dean, staff, and student body. Minutes of faculty meetings, assemblies, and associations will be documented and retained by the Dean's Office and made available to meeting participants.

1. Faculty Meetings

Faculty meetings shall be convened by the Dean at least once during the fall and once during the spring semesters. The Dean or his or her designee shall chair faculty meetings. Additional faculty meetings may be called by the Dean, or any member of the full-time faculty through a petition submitted to the Dean signed by 25 percent of all full-time faculty. The Dean will set the agenda in coordination with full-time faculty, part-time faculty, and a representative of the Kent School Student Association (hereinafter referred to as "KSSA"); prepare and distribute meeting agendas; and facilitate the meetings. Written notification of meetings with agendas shall be sent to all members of the faculty and the KSSA representative no later than one working day prior to the date of the meeting.

At the request of the Dean or by majority vote of the full-time faculty, an executive session (with only the Dean and full-time faculty present) may be called as warranted to discuss personnel or private student matters.

2. Assemblies and Associations

The Kent Assembly consists of all faculty, staff, and representatives from the School's student association. Its primary function is to disseminate information and gather input deemed important to the common good and overall health and function of the School. Meetings of the Assembly may be called by the Dean or through a petition submitted to the Dean by 25 percent of all Assembly members. The Dean or his or her designee shall chair the Kent Assembly.

Staff assemblies should establish effective communication between the faculty, administration, and other appropriate bodies. Staff assemblies may determine their process of representation to other university bodies by establishing by-laws and other documents in accordance with University policies and the Staff Handbook.

The School recognizes KSSA as its student organization to support all endeavors of student interest, as well as to establish effective representation with the faculty, staff, administration, and other appropriate bodies. KSSA may establish by-laws and other documents in accordance with

University policies and the Student Handbook. The KSSA faculty advisor will be responsible for ensuring that KSSA By-Laws and other KSSA documents follow University policies, and the Student Handbook.

ARTICLE VI. COMMITTEES

1. Standing Committees

Full-time faculty may establish, modify, or dissolve standing committees with a favorable two-thirds written or electronic ballot vote, so long as such actions do not conflict with University or Unit regulations regarding standing committees. The list of the School's standing committees, including function and membership, is provided in Appendix 4.

2. Ad Hoc Committees

Upon the recommendation of the Dean or the full-time faculty, and a simple majority vote of full-time faculty, ad hoc committees may be appointed or elected to perform a particular task related to the mission of the School. A majority of persons serving on an ad hoc committee shall be full-time faculty and chaired by a full-time faculty member, unless a charge providing otherwise has been approved by a two-thirds majority vote of the full-time faculty. The list of the School's ad hoc committees and appointees to university committees is provided in Appendix 5.

ARTICLE VII. PARLIAMENTARY AUTHORITY

All faculty and faculty committee meetings will be guided by the current edition of Robert's Rules of Order.

ARTICLE VIII. VOTING PRIVILEGES

All full-time faculty have voting privileges within committees of which they are a member, unless voting privileges are prohibited by these By-Laws. PPP faculty have voting privileges only for promotion cases involving other PPPs. Only faculty with probationary or tenured appointments vote on personnel matters involving tenure and promotion of faculty with probationary or tenured appointments. Part-time faculty representatives and student representatives elected by their respective bodies or appointed by the Dean play an advisory role in committees on which they are a member and the faculty as a whole, and therefore do not vote.

A quorum shall consist of 50 percent + 1 of the full-time faculty eligible to vote on the matter before the faculty or faculty committee.

ARTICLE IX. PROFESSIONAL, ADMINISTRATIVE, AND CLASSIFIED STAFF

The Kent School staff report to the Dean and other School and University administrators as may be required by their job tasks and responsibilities. The Kent School staff may elect or appoint a member(s) to be the representative of the staff in addressing matters that affect the operation of Kent School.

ARTICLE X. STUDENTS

The students shall consist of those students who have been admitted into one of the academic programs of Kent School. The KSSA, which operates under its own set of by-laws, shall be the representative organization of the students of the School. Other student organizations may form and be recognized within the School given they meet the guidelines, requirements, and approval according to the School and University policies and procedures.

ARTICLE XI. ADOPTION AND AMENDMENT OF THE KENT SCHOOL BYLAWS

1. Initiation of Amendment

Amendment of these By-Laws can be initiated by any full-time faculty member or the Personnel Committee. Proposed amendments and appendices of the By-Laws must not be in conflict with *The Redbook*.

2. Procedures for Approval of Adoption and Amendments

Adoption of, and amendment to, these By-Laws requires that final proposed documents be distributed to each member of the full-time faculty at least ten (10) working days prior to a formal written or electronic ballot. A vote on adoption or amendment shall take place at a faculty meeting, convened according to the provisions of Article V, Section 1 of these By-laws. A quorum must be present prior to casting of votes. Approval of adoption or amendment to these By-Laws shall require a two-thirds majority written or electronic ballot vote of full-time faculty. No absentee or proxy ballots shall be accepted.

Once approved by the Faculty, a proposed amendment shall be reviewed and approved according to the governance process defined in Redbook Section 3.1.3.

APPENDIX 1

MISSION OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK AND FAMILY SCIENCE

The Kent School of Social Work and Family Science addresses complex social problems through education, research, and service to create a just and better world.

APPENDIX 2

SPECIFIC DUTIES OF THE FULL-TIME FACULTY

Specific duties include, but not limited to:

- School governance
 - Making recommendations to the Dean or advisory committees (Faculty Affairs, Planning and Budget, Anti-Oppression, and Personnel) to achieve the overall goals of Kent School.
 - Representing the School and the University on committees.
 - Creating from its membership standing and special committees and electing representatives necessary to conduct its business.
 - Inviting staff and student input in matters related to the overall health and function of Kent School.

- Innovative and high-quality academic, research, and service activities
 - Developing the School's mission statement (See Appendix 1) in collaboration with the Dean.
 - Maintaining academic and programmatic excellence through development, refinement, implementation, and review of the curriculum.
 - Making recommendations to the president and the Board of Trustees regarding the granting of degrees.

- Establishing and enacting recruitment, admissions, curriculum, and personnel policies and procedures.

APPENDIX 3

Position Description—Dean of the School

The Dean of the School shall be the educational and administrative head of the School in accordance with the authority delegated under *The Redbook* and duly approved University policies.

The Dean of the School shall be responsible directly to the University Provost for effective administration and conduct of the School's academic programs. The Dean shall be responsible for representing the views of the faculty, staff, and students to the Office of the President. Duties of the Dean shall include ensuring adherence to the duly authorized policies, procedures, and regulations adopted by the University Faculty, appropriate University officers, and the Board of Trustees.

1. Appointment

The Dean shall be appointed by the Board of Trustees on the recommendation of the President in accordance with all applicable sections of *The Redbook*.

2. Selection and Review

The procedures for the selection and review of the Dean shall be consistent with the applicable provisions of *The Redbook* and in conformity with the University guidelines on search procedures.

3. Responsibilities

The duties and responsibilities of the Dean are outlined in *The Redbook*, Section 3.2.2. In addition, the Dean, working with faculty and staff, shall (a) coordinate and support academic programs, (b) create an environment that facilitates research and scholarly activity, (c) promote public service, (d), promote a work environment that supports diversity and inclusion, (d) oversee administration of unit and strategic planning, (e) develop and administer School's budget and annual report, (f) administer personnel actions, and (g) promote Kent School through fund-raising and alumni activities.

APPENDIX 4

STANDING COMMITTEES OF THE KENT SCHOOL OF SOCIAL WORK

1. Program Committees

The function of the Program Committees is to, under the guidance of the program director, establish and implement student recruitment, admission, academic/professional conduct review, and dismissal procedures. The committee must include at least one faculty member who is on a 12-month contract. The committee is also charged with establishing and implementing procedures to evaluate program outcomes and maintain the curriculum for each degree program. The program committees shall consist of the program director (chair) and Kent School full-time faculty who are teaching in the program during the current academic year or who have taught in the prior two

academic years. Program Directors may appoint student representation; students may not participate in deliberations that involve other students. Meetings are open to all full-time faculty.

2. Accreditation and Curricular Alignment Committee

The function of the Accreditation and Curricular Alignment Committee is to ensure decisions made within and across programs are equitable, consistent with accreditation requirements, and support the mission of the university and School. Membership shall consist of Associate Deans and Program Directors. The Associate Dean for Academic Affairs will serve as chair. Meetings shall be open to all full-time and part-time faculty.

3. Research

The function of the Research Committee is to develop and maintain an infrastructure for research and promote research activities of the School. The Research Committee will consist of the Associate Dean for Research (chair) and full-time faculty. The chair may appoint student (non-voting) representation.

4. Anti-Oppression

The function of the Anti-Oppression Committee is to develop and implement initiatives to advance anti-oppression within the Kent School and university, the Louisville community, and the global community in line with the School's vision, mission, and goals. The Anti-Oppression Committee shall consist of (1) the Associate Dean for Equity and Inclusion (chair) (2) one staff member from an academic program, (3) a faculty representative from each academic program (e.g., who is currently teaching or has taught in the program in the past two years, (3) one student representative from each academic program, (4) one representative from the Kent School Student Association, (4) one staff or faculty representative from the Field Education office. (5) one staff representative at large, and (5) at least two community advisors. The committee must include at least one faculty member who is on a 12-month contract. The staff or faculty representative from an academic program can include any full- or part-time faculty member who teaches at least one course in the program and regularly attends program meetings. Faculty and staff will serve staggered, 3-year terms, community representative will serve 2-year terms, and students will serve one-year terms. Faculty and staff are nominated for terms and students and community representatives are appointed by the Chair. The committee may create sub-committees to facilitate activities consistent with the School's vision, mission, and goals.

5. Student Grievance

The function of the Student Grievance Committee is to receive and take appropriate action on all student academic grievances in accordance with procedures in Section 6.8.1 of *The Redbook* and develop procedural guidelines consistent with Section 6.8 of *The Redbook*. The Student Grievance Committee shall consist of three full-time faculty and one Kent School student to serve a one-year term. Terms may be renewed and at least one member must have served the prior year. The committee must include at least one faculty member who is on a 12-month contract. At the coordination of the Dean, an election will be held for the full-time faculty representatives on the committee. A chair shall be elected annually by the committee from among the members with a majority faculty vote.

6. Nomination, Honors, and Awards

The function of the Nomination, Honors, and Awards Committee is to identify nominees, present nominations to the faculty, and prepare nomination materials for faculty, School, and university honors and awards. The Nominations, Honors, and Awards Committee will consist of three full-time faculty, nominated annually to serve a one-year term. A chair shall be elected annually by the committee from among the members. Ad hoc members may be added annually. Ad hoc appointments shall require a two-thirds majority vote of full-time faculty where there is a quorum present. The chair may appoint student representation.

7. Personnel

The function of the Personnel Committee is to implement the personnel policies, procedures, and standards as set forth in the Promotion and Tenure Document of the School. The committee is responsible for establishing promotion and tenure criteria. The Personnel Committee shall report directly to the Dean unless otherwise provided for in these By-Laws. It shall also assist in implementing the procedures for faculty searches, as described in these By-Laws; advise the Dean and the Faculty on all matters concerning appointments and promotions, changes in faculty classification, and the granting of tenure.

The Personnel Committee shall consist of five tenured and one PPP faculty members elected by the Full-time faculty to serve three-year staggered terms. Associate Deans are not eligible to serve. The staggering shall be created by having two people elected each year. The committee can also nominate non-committee members to serve in an ad hoc capacity to conduct reviews; ad hoc appointments shall require a two-thirds majority written or electronic ballot vote of full-time faculty. The PPP representative shall have full voting rights, with the exception of personnel decisions for tenured and probationary faculty. A chair shall be elected annually by the committee from among the members. Personnel Committee members seeking promotion will recuse themselves, and a special election will be held to fill the remainder of their position's three-year commitment. The election process of the committee shall consist of faculty nominations of faculty eligible to be on the Personnel Committee, voting by full-time faculty through closed written or electronic ballot, and election through receipt of the majority of the votes cast. Members of the committee shall not serve concurrently as the faculty grievance representative.

8. Faculty Affairs

The purpose of the Faculty Affairs Committee is to advise the Dean regarding faculty perspectives to inform administrative decision-making. Membership shall consist of all full-time faculty who do not hold dean positions. Nomination and election of the Faculty Affairs Committee chair shall be conducted annually by committee members. The chair will serve a one-year term, and must be tenured. Meetings of the Faculty Affairs Committee shall be held at least twice during each academic year. The chair will systematically communicate faculty perspectives to the Dean so that they can be considered in decision-making.

10. Planning and Budget

The function of the Planning and Budget Committee is to advise the Dean regarding the School's Strategic Plan, specifically on (a) the establishment of priorities for action in relation to that plan,

(b) requests for new general funds, (c) the development of the annual budget, (d) the allocation of year-end funds, and (e) the development of plans to meet any extraordinary budget situations. Faculty and staff will actively participate in the planning and budgeting process, as well as the Dean's regular reporting of the School's budgetary status, including implications for existing and proposed programming.

The Planning and Budget Committee shall consist of three full-time faculty representatives elected by full-time faculty. The election process of the committee shall consist of faculty nominations, voting by full-time faculty, and election through receipt of the majority of the votes cast. Members shall be elected to serve three-year terms. To provide continuity, the terms will be staggered (by lot, if necessary) so that each year the terms of about one-third of the members will expire. A chair shall be elected annually by the committee from among the members. The Dean, Associate Dean for Finance, and a staff member appointed by the Dean shall be *ex officio* members. The chair may appoint student (non-voting) representation. Committee meetings are open to all faculty.

APPENDIX 5

AD HOC COMMITTEES AND APPOINTEES TO UNIVERSITY COMMITTEES

1. Search Committee (ad hoc)

The faculty Search Committee will consist of five full-time faculty and two alternates, who shall be recruited by the Personnel Committee in consultation with the Dean. Search committees shall have diverse representation. The names of the members shall be approved by full-time faculty by a majority vote. The Chair of the Search Committee is to be elected from among the faculty members approved to be on the committee. The chair may appoint student (non-voting) representation. If any real, potential and/or perceived conflict of interest arises during the work of the committee, the member who is having the conflict will excuse themselves from the proceedings in question, or at the discretion of the chair, will be asked to remove themselves from the Search committee. All search committee members must go through appropriate University trainings to ensure equitable searches, as well as any other trainings mandated by the University.

2.. Faculty Grievance Representative and Alternate

The function of the faculty grievance representative is to serve as a liaison to, and member of, the University Faculty Grievance Committee (Redbook Appendix A, Section IV.). The faculty grievance representative shall be a tenured faculty member who serves a two-year term. An alternate who is similarly qualified will also be identified (Redbook Appendix A Section IV.B. IV.). No person currently engaged as a grievant or respondent in a grievance is eligible to serve as the faculty grievance representative or alternate. No person can concurrently serve as the faculty grievance representative or alternate and also on the Personnel Committee of the School. Appendix 6 contains the academic grievance procedures.

APPENDIX 6
ACADEMIC GRIEVANCE PROCEDURES

The Kent School of Social Work (“KSSW”) Student Grievance Committee (the “Committee”) adopts the procedures of Redbook Section 6.8 governing the initiation of academic grievances of its students, and the following hearing procedures.²

I. Initiating a Complaint.

A. Informal Resolution. A student who wishes to submit an academic grievance must follow the process outlined in Redbook Sections 6.8.4.1 and 6.8.4.2 prior to submission of the grievance to the KSSW.

B. Formal Resolution. Only after attempting a resolution of the issue(s) in dispute through the Student Complaint process, as described in Section 6.8 of The Redbook, the KSSW student shall submit a written statement of the grievance to the KSSW Committee via the Office of the Dean of the KSOSW³, containing:

1. A narrative of the condition giving rise to the grievance;
2. Designation of the parties involved; and
3. A statement of the remedy requested.

The KSOSW Committee will recommend to the Dean, or the Provost/Designee if the grievance directly involves the Dean, whether there are sufficient grounds to accept a case for hearing.

The Dean will agree or disagree with the Committee’s recommendation within ten (10) business days. The Dean will notify all persons directly involved of the Committee’s recommendation, whether the Dean agrees or disagrees, the reason(s) supporting their decision, and the appropriate course of action as detailed below:

1. If the Committee recommends a hearing and the Dean agrees, the case will be heard.
2. If the Committee does not recommend a hearing and the Dean agrees, the case will not be heard.
3. If the Committee does not recommend a hearing and the Dean disagrees, the case will be heard.
4. If the Committee recommends a hearing and the Dean disagrees, the case will not be heard. However, the student will have twenty-one (21) business days to submit to the Dean a written petition that outlines reasons why the Dean should reconsider. The Dean shall render their decision within ten (10) business days of the receipt of the petition.

If a case is to be heard, such hearing will be granted within twenty-one (21) business days of the Dean’s response, although such hearing may be subject to reasonable delay caused by availability of the parties unless the Committee determines that delay would cause undue hardship to one or more of the parties to the grievance.

² To the extent any provision of these grievance procedures are inconsistent with the Redbook, the Redbook will control.

³ The Student Grievance Officer will provide contact information for the KSOSW Committee. (Redbook Section 6.8.6).

C. Right to Challenge. The grievant or any person directly involved will have the right to challenge any individual member of the Committee for cause. In the event of challenge, the Committee shall consider and rule on the challenge. The challenged member shall not vote on the challenge in the case of disqualification, absence or other inability to serve. Alternates shall serve when possible. One preemptory challenge is available.

D. Confidentiality. All parties involved in the grievance shall maintain confidentiality throughout the entire grievance process, to the extent permitted by law.

II. Hearing Procedures.

A. Notice of Hearing. If a hearing will be held, the Committee shall notify in writing all the parties involved, including any witnesses, of the date, time and place of the hearing at least ten (10) business days prior to the hearing date. Hearings can be held virtually or in person.

B. Submission of Information/Materials Prior to Hearing.

1. The Committee shall request in writing from all persons involved any pertinent material deemed necessary for review by the Committee prior to the hearing. Any person named in a grievance may submit a written statement to the Committee outlining issues from that person's perspective. These materials, and any additional materials a party chooses to submit, must be submitted to the Committee not later than four (4) business days prior to the hearing. Failure to timely submit materials will preclude a party from relying on said materials at the hearing, absent extenuating circumstances. Whether or not untimely submitted documents will be permitted due to extenuating circumstances is at the sole discretion of the Chair of the Committee.
2. The grievant and respondent(s) must provide a witness list no later than seven (7) business days prior to the hearing. The parties are responsible for notifying their witnesses of the date and time of the hearing and providing the Committee with a valid phone number and email address where the witness can be reached on the day of the hearing. Failure to timely submit a witness's name and contact information will preclude a party from presenting said witness(es) at the hearing, absent extenuating circumstances. Whether or not an untimely disclosed witness is permitted to testify at the hearing due to extenuating circumstances is at the sole discretion of the Chair of the Committee.
3. The grievant and respondent(s) shall be provided copies of all materials submitted during the course of the grievance. Materials should be submitted to the Chair of the Grievance Committee via email for distribution or may be made available via CardBox, so long as all parties have access. All documents submitted will be made available to all parties no later than three (3) business days before the hearing.

C. Hearing Rules.

1. The grievant and the respondent(s) must be present in-person or virtually during the information-gathering portion of the hearing. Witnesses will be available and will be called when needed. The Committee reserves the right to allow the presence of a secretary or a technical assistant.
2. All statements during the information-exchange phase of the hearing will be recorded by video and/or audio. This record will be preserved in the University Archives in accordance with applicable University recordkeeping policies.
3. The grievant and the respondent(s) may have their own advisor present at the hearing. The advisor may be an attorney. Advisors serve in an advisory capacity

only and may not address the grievance committee during the hearing and may not question witnesses.

4. Any Committee member may question any of the participants at the hearing.
5. The grievant will present their statements and/or witnesses to the Committee first. The respondent(s) will have the opportunity to question the grievant(s) and the witnesses about their statements.
6. The respondent(s) will then present their statements and/or witnesses to the Committee. The grievant will have the opportunity to question the respondent(s) and the witnesses about their statements.
7. After all information is exchanged, all persons except the Committee and the recording secretary will leave the room. The grievant, the respondent(s), and the witnesses will continue to be available to the Committee should further information be needed.
8. The Committee will meet in closed session to decide upon its recommendation(s) to the Dean.

III. Committee Report.

The Committee shall submit its report with recommendation(s) for a resolution of the case to the Dean, with copies to the persons directly involved (grievant and respondents) in the grievance within five (5) business days of the hearing. (Redbook Section 6.8.7).

IV. Decision.

The Dean shall render their final decision on the matter within five (5) business days of receipt of the report. In the event that the final decision of the Dean is not in accord with the Committee's recommendation, the reasons for that decision will be stated in writing to all persons directly involved and to the Committee.

If the grievance directly involves the Dean, the report of the Committee will be referred for decision to the University Provost or designee. The Dean will also receive a copy of the report.

(Redbook Section 6.8.7).

V. Appeal.

After a final decision has been rendered by the Dean, any party directly involved has the right to file an appeal with the University Student Grievance Committee in accordance with Redbook Section 6.8.10. (Redbook Section 6.8.8).

Bylaws, Kent School, Approved by Faculty, December 4, 1997

Approved by the Board of Trustees, June 22, 1998

Bylaws, Kent School, Amended by Faculty, 1/22/03, 9/21/05

Bylaws, Kent School, Amended, Revised, and Approved by Faculty, 1/21/09, 5/13/09

Approved by the Board of Trustees, July 29, 2009

Bylaws, Kent School, Revised 12/06/16; Approved by Faculty 02/22/17

Approved by Faculty Senate, May 3, 2017

Bylaws, Kent School, Revised and Approved by Faculty 8/23/17; 5/9/18; 10/24/18; 11/14/18

Approved by Faculty Senate, January 9, 2019

Approved by the Board of Trustees, April 18, 2019