

MINUTES OF THE MEETING OF THE
ACADEMIC AND STUDENT AFFAIRS COMMITTEE OF THE
BOARD OF TRUSTEES OF THE UNIVERSITY OF LOUISVILLE

December 14, 2023

In Open Session

Members of the Academic and Student Affairs Committee of the University of Louisville Board of Trustees met on December 14, 2023, at 1:00 p.m., in the Jefferson Room, Grawemeyer Hall, Belknap Campus, with members present and absent as follows:

Present: Dr. Raymond Burse, Chair
Mr. Jerry Abramson
Ms. Katie Hayden
Dr. Eugene Mueller

Absent: Ms. Diane Porter
Ms. Sherrill Zimmerman

Other Trustees

Present: Dr. Larry Benz
Mr. Al Cornish
Mr. Brian Lavin
Mr. Kevin Ledford
Ms. Diane Medley
Mr. Jim Rogers

From the University: Dr. Kim Schatzel, President
Dr. Gerry Bradley, Interim Provost
Mr. Dan Durbin, Executive Vice President for Finance and Administration
Ms. Angela Curry, General Counsel & VP Governance & Strategic Initiatives
Dr. Michael Mardis, Vice President for Student Affairs, Dean of Students
Mr. Lee Gill, Vice President for Institutional Equity
Ms. Sandy Russell, Vice President for Risk, Audit, and Compliance
Mr. John Drees, Vice President for Communications & Marketing
Mr. Brent Pieper, Vice President for University Advancement
Dr. Jeff Bumpous, Interim Vice President for Academic Medical Affairs
Mr. Rick Graycarek, Vice President for Budget and Finance
Ms. Shannon Rickett, Assoc. Vice President for Government Relations
Dr. Gail DePuy, Senior Vice Provost
Dr. Cherie Dawson-Edwards, Vice Provost for Faculty Affairs
Mr. Jim Begany, Vice Provost for Strategic Enrollment Management
Ms. Melanie Jacobs, Dean, Brandeis School of Law
Dr. Amy Lingo, Dean, College of Education and Human Development
Dr. Marion Hambrick, Executive Director of the Grawemeyer Awards
Dr. Susan Ryan, Associate Dean for Faculty Affairs, A&S

Mr. John Karman, Executive Director of Communications
Mr. Chris Wooton, Associate Director of Communications and Marketing
Ms. Amanda Carroll, Communications Specialist
Lt. Col. Jessica Murnock, Sr. Director of Presidential Operations
Ms. Kaelah McMonigle, Exec. Asst., VP for Governance & Strategic Initiatives
Mr. Jake Beamer, Dir. of Governance & Strategic Initiatives & Asst. Secretary

From the UofL

Foundation: Mr. Keith Sherman, Executive Director and COO

I. Call to Order

Chair Burse called the roll and having determined a quorum present, called the meeting to order at 1:00 p.m.

Approval of Minutes, 9-21-2023

Dr. Mueller made a motion, which Mr. Abramson seconded, to approve the minutes of the September 21, 2023, meeting.

The motion passed.

II. Action Item: 2024 Grawemeyer Awards

Dr. Hambrick provided an overview of the Grawemeyer Awards program and briefed the committee on the 2024 winners using the **attached** presentation. He then fielded questions from committee members.

Mr. Abramson made a motion, which Ms. Hayden seconded, to approve the

President's recommendation that the Board of Trustees ratify the following winners of the 2024 Grawemeyer Awards:

- | | |
|---------------------------------|---|
| • Music: | Aleksandra Vrebalov |
| • Improving World Order: | Neta Crawford |
| • Education: | Laura Hamilton and Kelly Nielsen |
| • Religion: | Charles Halton |
| • Psychology: | Ann Masten |

The motion passed with Dr. Mueller abstaining.

III. Action Item: Revised Personnel Document for the College of Arts & Sciences

Interim Provost Bradley clarified for committee members the proposed revisions to the College of Arts and Science's personnel document. He and then Dr. Ryan answered committee members' questions.

Dr. Mueller made a motion, which Mr. Abramson seconded, to approve the

President's recommendation that the Board of Trustees approve the revised College of Arts and Sciences Personnel Policies and Procedures document in the form attached hereto.

The motion passed.

IV. Action Item: Revised Bylaws for the College of Arts and Sciences

Dr. Bradley briefed the committee on proposed revisions to the bylaws for the College of Arts and Sciences. Dr. Ryan again joined the provost in fielding the trustees' questions.

Chair Burse stated that specific language related to merit increases requiring approval by the Faculty Assembly was problematic and recommended that it be revisited in the future.

Dr. Mueller made a motion, which Ms. Hayden seconded, to approve the

President's recommendation that the Board of Trustees approve the revised College of Arts and Sciences Bylaws document in the form attached hereto.

The motion passed.

V. Action Item: Revised Bylaws for the Brandeis School of Law

Dr. Bradley discussed with committee members the proposed revisions to the bylaws for the Brandeis School of Law. Dean Jacobs joined Dr. Bradley in answering questions from trustees.

Mr. Abramson made a motion, which Dr. Mueller seconded, to approve the

President's recommendation that the Board of Trustees approve the revised Brandeis School of Law Bylaws document in the form attached hereto.

The motion passed.

VI. Report of the Provost

Provost Bradley provided the **attached** presentation to the committee, highlighting the university's five-year enrollment plan, current progress and predictions of the six-year graduation rate, and Fall 2023 to Spring 2024 retention data.

Dr. Bradley noted that in the Spring semester he would provide the committee with a detailed plan related to undergraduate enrollment.

The chair thanked the provost for his report.

VII. Executive Session

Dr. Mueller made a motion, which Mr. Abramson seconded, to recess to executive session to discuss personnel matters pursuant to KRS 61.810(1)(f).

The motion past and the open meeting recessed at 1:45 p.m.

VIII. Open Meeting Reconvenes

Chair Burse reconvened the open session at 1:49 p.m., stating the committee discussed personnel matters. The committee then took the following actions:

Personnel Matters

Mr. Abramson made a motion, which Ms. Hayden seconded, to approve the

President's recommendation regarding personnel matters, as attached.

The motion passed.

Promotion and Tenure

Ms. Hayden made a motion, which Dr. Mueller seconded, to approve the

President's recommendation regarding a promotion and tenure matter, as attached.

The motion passed.

IX. Adjournment

Having no other business to come before the committee, Mr. Abramson made a motion, which Dr. Mueller seconded, to adjourn.

The motion passed and the meeting adjourned at 1:51 p.m.

Approved by:


Signature on file
Assistant Secretary

MINUTES OF THE MEETING OF THE
ACADEMIC AND STUDENT AFFAIRS COMMITTEE OF THE
BOARD OF TRUSTEES OF THE UNIVERSITY OF LOUISVILLE

December 14, 2023

In Executive Session

Present: Dr. Raymond Burse, Chair
Mr. Jerry Abramson
Ms. Katie Hayden
Dr. Eugene Mueller

Other Trustees

Present:	Dr. Larry Benz	Mr. Kevin Ledford
	Mr. Al Cornish	Ms. Diane Medley
	Mr. Brian Lavin	Mr. Jim Rogers

From the

University: Dr. Kim Schatzel, President
Dr. Gerry Bradley, Interim Provost
Ms. Angela Curry, General Counsel & VP Governance & Strategic Initiatives
Ms. Kaelah McMonigle, Exec. Asst., VP for Governance & Strategic Initiatives
Mr. Jake Beamer, Dir. of Governance & Strategic Initiatives & Asst. Secretary

I. Call to Order

Chair Burse called the executive session to order at 1:45 p.m.

II. Personnel Matters

Dr. Bradley discussed personnel matters with committee members.

III. Promotion and Tenure

The Provost then discussed with trustees a promotion and tenure matter.

IV. Adjournment

Ms. Hayden made a motion, which Dr. Mueller seconded, to adjourn the executive session.

The motion passed and the session adjourned at 1:48 p.m.

Approved by:



Assistant Secretary

RECOMMENDATION TO THE BOARD OF TRUSTEES REGARDING THE
2024 GRAWEMEYER AWARDS

Academic & Student Affairs Committee – December 14, 2023
Executive & Compensation Committee – December 14, 2023

RECOMMENDATION:

The President recommends that the Board of Trustees ratify the following winners of the 2024 Grawemeyer Awards:

- Music: Aleksandra Vrebalov
- Improving World Order: Neta Crawford
- Education: Laura Hamilton and Kelly Nielsen
- Religion: Charles Halton
- Psychology: Ann Masten

BACKGROUND:

The winners are well-respected scholars in their fields and have agreed to make presentations to the University as part of the award process in the spring. More information about each winner is [attached](#).

COMMITTEE ACTION:

Passed X
Did Not Pass _____
Other _____

____ Signature on file _____
Assistant Secretary

BOARD ACTION:

Passed X
Did Not Pass _____
Other _____

____ Signature on file _____
Assistant Secretary

Grawemeyer Award in Music Composition
Aleksandra Vrebalov
'Missa Suprertext'

Aleksandra Vrebalov, winner of the 2024 Grawemeyer Award in Music Composition, created 'Missa Suprertext,' a nontraditional choral work for string quartet and girls' chorus. The work's Latin title translates to "Mass Above Words."

Vrebalov notes this award-winning piece is "unrelated to any religion because the creative force driving all life does not care about culture, language or religion." Instead, she says, "the words are made up and have no meaning. The piece goes beyond verbal narrative to show how all life on our planet is interconnected."

Kronos Quartet, a group long known for nurturing musical innovation, and San Francisco Girls' Chorus, a Bay Area group for young women from diverse backgrounds, premiered the 22-minute work in 2018 in San Francisco with Valerie Sainte-Agathe conducting. The piece also incorporates bells, Tibetan bowls, and musical saw.

"Vrebalov's music transports and envelops the listener," said Matthew Ertz, music award director. "Her winning piece emphasizes the universality of human expression through music, bypassing a single language, style, or tradition. She blends together diverse harmonies, rhythms, styles and improvisations, conveying her devotion to music and to the uniqueness of all things."

Vrebalov moved from Serbia to the United States in 1995 and became a U.S. citizen in 2015. She has composed more than 90 works, including orchestral, chamber, opera, and experimental pieces. She often starts by drawing and painting colorful images reflecting her ideas before converting the images into musical notation.

Ensembles worldwide have performed her compositions. Kronos Quartet alone has premiered 15 since 1997, and more than 25 other organizations such as Carnegie Hall and the English National Ballet have commissioned her work. Composers Edition in the United Kingdom distributes her self-published scores.

Vrebalov taught music at Serbia's Novi Sad University and City University of New York and has been a resident or visiting artist on three continents. The Charles Ives Fellowship from the American Academy of Arts and Letters and the Golden Emblem from the Serbian Ministry of Foreign Affairs are among her honors.

Grawemeyer Award in Ideas Improving World Order
Neta Crawford
***The Pentagon, Climate Change and War:
Charting the Rise and Fall of Military Emissions***

The U.S. military must reduce its dependence on fossil fuels so the world can effectively address climate change, says Neta Crawford, winner of the 2024 Grawemeyer Award for Ideas Improving World Order.

Crawford, an international relations professor at the University of Oxford in England, received the prize for the ideas in her book, *The Pentagon, Climate Change and War: Charting the Rise and Fall of Military Emissions*, published by MIT Press in 2022.

The U.S. military is the world's largest single institutional producer of greenhouse gases, Crawford found. Between 1975 and 2022, its emissions averaged 81 million metric tons of greenhouse hydrocarbons a year—more than most countries. After it reduced operations in Iraq and Afghanistan, its emissions dropped to an annual average of 51 million metric tons, a level that still poses more risk to human existence than most military conflicts, she reported.

“The Pentagon looks at the world in terms of threats but doesn't see its own emissions as part of the problem,” said Crawford. “If it's going to successfully switch from fossil fuels to renewable energy, it must stop defending oil-rich countries and develop a different approach to national security.”

Crawford is the first scholar to thoroughly assess the U.S. military's global emissions profile and weigh its implications, said Charles Ziegler, who directs the world order award.

“She convincingly explains how the military's dependence on fossil fuels and consequent need to defend the sources of those fuels leads to a cycle of demand, consumption, militarization and conflict,” Ziegler said. “She also explains how the Pentagon can do more to make life on our planet sustainable.”

Crawford, Montague Burton Professor of International Relations at Oxford since 2021, also codirects the Costs of War Project, a non-partisan effort at Brown University assessing the human and financial costs of U.S. wars. She was inducted into the British Academy and American Academy of Arts and Sciences earlier this year and won an International Studies Association distinguished scholar award in 2018.

Grawemeyer Award in Education
Laura Hamilton and Kelly Nielsen
Broke: The Racial Consequences of Underfunding Public Universities

Laura Hamilton and Kelly Nielsen, co-winners of the 2024 Grawemeyer Award in Education, ask how the nation's public universities can do a better job educating students of color. The two University of California sociologists explored this question in their award-winning book, *Broke: The Racial Consequences of Underfunding Public Universities*, published in 2021 by University of Chicago Press.

In their work, Hamilton and Nielsen argue that decades of cuts in public funding for public universities have eroded their ability to deliver a quality education to racially and economically marginalized students.

For years, public universities operated mainly with government funds, which have been tapering off since the 1980s. Most schools have had to trim costs and raise tuition. Many have turned to philanthropy, investments, and other sources of private income to stay afloat, a trend that has penalized institutions with the highest number of marginalized students, Hamilton and Nielsen found.

"Public universities have faced decades of austerity and were hit hard by COVID-19, but those primarily serving marginalized students are being literally starved for resources," said Hamilton.

In their study focusing on UC's system of nine schools, Hamilton and Nielsen found the two campuses with the highest number of such students, Merced and Riverside, received fewer system resources. Some of these underfunded public universities struggle to provide basic services to students, who may wait a month or more for mental health appointments and compete with hundreds of their peers to schedule sessions with academic advisers.

"This pattern is not just restricted to the UC system," Hamilton said. "University wealth is nationally concentrated at schools that serve very few marginalized students."

Hamilton and Nielsen make a compelling case for rethinking the way we fund public universities, said education award director Jeff Valentine. "Their work raises important ethical and philosophical questions about what higher education is, what it should be, and how a more equitable funding method can benefit everyone in our society."

Grawemeyer Award in Religion
Charles Halton
A Human-Shaped God: Theology of an Embodied God

God gets angry. God gets jealous. God hates, regrets, and learns. Theologians often dismiss these depictions of God in the Bible because they seem to clash with God's image as an all-loving being. Rev. Charles Halton, winner of the 2024 Grawemeyer Award in Religion, helps explain this paradox.

His book, *A Human-Shaped God: Theology of an Embodied God*, published in 2021 argues that embracing God as a deity with human qualities can bring us closer to God and inspire us to become better people. Halton, associate rector of Christ Church Cathedral in Lexington, KY, says, "We are, like God, to move from a place of exclusion and anger-fueled violence to a life of inclusion, radical forgiveness and compassion." He continues by saying, "This is the path God is on. If we are not on it too, we are not imitating God."

As an example, Halton cites the Old Testament story of how God floods Earth, destroying everything except Noah's Ark. Later, God feels regret and creates a rainbow in the sky. "Many Bible accounts are springboards for theological imagination that help us see God in constructive ways," Halton said. "As humans, we too lash out in anger, but we also learn to forgive."

Halton explores "an underappreciated view of God that exists in the Bible but is absent from most Eurocentric theology," said Tyler Mayfield, who directs the religion award. "His approach is original, thought-provoking, and offers new opportunities for understanding the biblical God."

Halton taught Old Testament and Semitic languages at seminary and college levels for nearly a decade. He holds a doctorate from Cincinnati's Hebrew Union College-Jewish Institute of Religion in Bible and ancient Near East studies and is an external affiliate at the Centre for the Study of Judaism and Christianity in Antiquity at St. Mary's University, Twickenham, London.

The University of Louisville and Louisville Presbyterian Theological Seminary jointly give the religion prize.

Grawemeyer Award in Psychology **Ann Masten**

Ann Masten, a child psychologist who discovered resilience in human development depends on “ordinary magic,” has won the 2024 University of Louisville Grawemeyer Award in Psychology.

Masten, a professor in the University of Minnesota’s Institute of Child Development, earned the prize for showing that our capacity to overcome potentially harmful experiences comes from ordinary but powerful adaptive processes inside us and our supportive connections with others.

Resilience science began around 1970 as a search to explain how some children who face severe adversity seem to thrive while others do not. “As I studied children and families dealing with war, disasters, poverty, violence and homelessness, I found a consistent set of surprisingly ordinary but powerful factors at work,” she said. “Resilience didn’t depend on special qualities but on a capacity to adapt that we develop over time as we are nurtured, learn, and gain experience.”

Supportive relationships, a sense of belonging, self-control, problem-solving skills, optimism, motivation, and a sense of purpose all play a part in creating the “ordinary magic” that makes us resilient, she found.

“Her work is inspiring because it reveals that the human capacity to overcome adversity does not rely on rare ingredients,” said Nicholas Noles, psychology award director. “The seeds of resilience, of success, are within all of us, and we need only time and the right kind of relationships and experiences to overcome the obstacles we face.”

Masten’s findings have shaped policy and practice in many fields outside psychology such as pediatrics, school counseling, social work, and disaster response. People in more than 180 countries including Ukraine have taken part in her online course about the resilience of children in war and disaster.

A licensed psychologist in Minnesota since 1986, Masten holds a doctorate in clinical psychology from the University of Minnesota and a bachelor’s degree from Smith College. She was elected to the American Academy of Arts and Sciences in 2021 and has received mentoring and lifetime contribution awards from the American Psychological Association.

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING THE PERSONNEL POLICIES AND
PROCEDURES DOCUMENT OF THE
COLLEGE OF ARTS AND SCIENCES

Academic & Student Affairs Committee – December 14, 2023
Executive & Compensation Committee – December 14, 2023

RECOMMENDATION:

The President recommends that the Board of Trustees approve the revised College of Arts and Sciences Personnel Policies and Procedures document in the form [attached](#) hereto.

BACKGROUND:

A red-lined version of revisions is also [attached](#).

The revisions are minor and include the following:

- 1) “Probationary” has been changed to “tenure-track” for consistency.
- 2) The promotion process for part-time lecturers has been revised:
 - Proficient teaching is required; other areas of proficiency may augment the teaching record.
 - Promotion to the highest rank requires proficient rather than exceptional performance.
 - The number of student evaluation documents required for the promotion dossier has been decreased.

The revised document has been approved by the faculty and recommended by the Dean of the College of Arts and Sciences.

The proposed changes were reviewed by the Office of the Provost and General Counsel. The Interim University Provost joins the President in making this recommendation.

COMMITTEE ACTION:

Passed X
Did Not Pass _____
Other _____

BOARD ACTION:

Passed X
Did Not Pass _____
Other _____

Assistant Secretary

____ Signature on file _____

Assistant Secretary

_ Signature on file _____

Personnel Policy and Procedures

(Note: Throughout this document, "department" is used as a generic term to include division or program.)

Article 1 - Faculty Appointments and Tenure

Section 1.1 - Types of Appointments

A. Any full-time faculty appointment shall be one of three kinds:

1. nontenurable (Section 1.2)
2. tenure-track (Section 1.3)
3. tenure (Section 1.4)

B. Part-time appointments

1. Part-time faculty shall be those appointed by contract to teach specified courses or perform specific duties less than full time. The Dean may appoint or reappoint part-time faculty for each academic term at the convenience of the University on standard contract terms approved by the Executive Vice President and University Provost. No part-time appointment, continuation, or renewal thereof, regardless of assignment or seniority, shall result in acquisition of tenure or imply renewal for subsequent periods. Part-time faculty shall hold rank according to education and experience. Part-time faculty shall be reviewed in writing annually, and these evaluations will be maintained in the Dean's Office. Part-time faculty are not eligible for sabbaticals or other academic leaves. Part-time faculty may participate in university and unit governance as permitted by University and College Bylaws. Such service shall be accounted for and recognized in the individual contract.

2. Ranks

- a. In normal circumstances, persons appointed at the rank of Lecturer shall hold a graduate degree in the field in which they teach. In extraordinary situations, however, they may instead present evidence of having completed a body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. They shall, in any event, give promise of proficiency in teaching, or, if applicable, performing specific duties stipulated in their contract.
- b. In normal circumstances, persons initially appointed at the rank of Senior Lecturer I shall hold the recognized terminal degree in the field in which they teach. Those holding the rank of Lecturer may be promoted to Senior Lecturer I on the basis of a record of proficient teaching, and, if applicable, service and / or research and creative activity in the College.

- c. Promotion to the rank of Senior Lecturer II recognizes proficient performance in teaching and, if applicable, in service and/or research and creative activity.
3. Procedures for Evaluations for Promotion of Part-time Faculty
- a. Promotion may be considered after a part-time faculty member has held one rank for at least ten semesters in no fewer than five years in the College. (Summer teaching counts as one semester.) A part-time faculty member whose promotion is denied must wait at least four more semesters before requesting promotion again.
 - b. Part-time faculty initiate their promotion reviews by submitting to their department chair a promotion file that includes a curriculum vitae, annual College merit evaluations, a summary sheet including numerical teaching evaluations, their ten most recent student evaluations of teaching, peer reviews of teaching, and syllabi (if developed by the part-time faculty member); if applicable, promotion files may also include teaching awards, evidence of course or curriculum development and / or evidence of research and creative activity.
 - c. The promotion file is first reviewed by the department chair and then forwarded to the Dean for review. If the part-time faculty member responds to the chair's written evaluation, the response will also be forwarded to the Dean. The Dean will provide a written review of the evidence in the file. The part-time faculty member may appeal the decanal evaluation and recommendation. All evaluations and responses shall become a permanent part of the part-time faculty member's file.
 - d. The College of Arts and Sciences Personnel Committee will act as the College Committee on Appeals. Any part-time faculty member may request a review by the Arts and Sciences Personnel Committee of the Dean's decision on a promotion case. The result of that review will then be forwarded to the Dean as a recommendation.
 - e. The Dean of the College shall establish such guidelines and deadlines as shall be necessary to ensure uniformity, efficiency, and effectiveness in implementing the review and evaluation process. These guidelines, however, cannot create new policy but are restricted to administration of the current personnel policy. Such guidelines and any subsequent changes must be approved by the College of Arts and Sciences Personnel Committee.

C. Emeritus faculty

The honorary title of Emeritus faculty may be conferred upon retired faculty if requested by the department or unit faculty and the Dean, and if approved by the President and Board of Trustees. The University community can benefit greatly from Emeritus Faculty presence on campus and continued professional activities, including teaching, research, and service.

Therefore, Emeritus Faculty should be provided library and email privileges and support facilities. They may also assist with undergraduate and graduate research projects, and they may undertake primary supervision of new student research projects with the approval of the Dean.

D. Adjunct Faculty

Adjunct appointments are normally offered to persons who are not full-time faculty members of the College or Arts and Sciences but with whom the College or one of its departments wishes to establish a formal relationship. Adjunct faculty members are expected to have the same academic qualifications as member of the regular faculty, and they may hold rank from adjunct instructor to adjunct professor. Persons holding adjunct appointments may be chiefly employed by a school or university other than the University of Louisville, by the University of Louisville in a non-academic position, or by another organization. They are not normally compensated as adjunct faculty but may be compensated by contract for specific part-time services. Adjunct appointments are for terms of up to three years and they may be renewed.

Section 1.2 - Nontenurable Full-Time Appointments

A. Temporary Appointments

Temporary appointments to the various academic ranks are those made for less than one year or for special purposes. In no case shall temporary appointments or renewals result in the acquisition of tenure. Temporary faculty shall not be eligible for tenure or count toward time for acquisition of tenure, regardless of assignment or seniority. Temporary faculty are not eligible for sabbaticals or other academic leaves but will have access to the same grievance procedure as other full-time faculty. (See Redbook Appendix A)

B. Term Faculty Appointments

1. All nontenurable full-time faculty who do not hold temporary appointments will be called Term Faculty.
2. Term faculty shall be full-time faculty appointments without tenure for a stipulated contract period not to exceed three years. Such appointments are not tenure-track appointments and no such appointments, continuation, or renewal thereof shall result in acquisition of tenure or implied renewal for subsequent terms. Term faculty are not eligible for sabbaticals.
3. Term faculty may be funded through general funds, restricted funds, or clinical revenues. The number of term faculty appointments funded through general funds must be fewer than 20 percent of the total number of tenure-track and tenured appointments in the College.
4. Term faculty appointments may be renewed at the pleasure of the University if the Chair of the department and the Dean determine that the services of the incumbent are needed for the renewal term.

5. Faculty on term appointments may apply for and be appointed to tenure-track appointments.
6. Term faculty shall meet the minimal standards for tenure-track appointment at the designated rank, although specific variation in assignments may be designated in the contract and specified in the Annual Work Plan.
7. Participation in College Governance shall be specified in the College By-Laws.
8. Working with the department Chair, term faculty shall present an Annual Work Plan for the approval of the Dean. The work plan shall specify the responsibilities of the faculty member for teaching, research and creative activity, service, and other institutional obligations for the faculty member's presence on campus.
9. Annual review of term faculty shall be initiated by the designated departmental review committee and shall follow the process for annual review of tenure-track or tenured faculty. Assessment for annual review shall include teaching, research and creative activity, and service, but review shall consider only those areas assigned in the Annual Work Plan.
10. Term faculty whose annual reviews attest to their proficiency shall receive a salary increase as outlined in the Dean's Guidelines.
11. Promotion in rank may be considered after a term faculty member has served five years in rank. Procedures for the promotion of term faculty shall be the same as for tenure-track or tenured faculty (see sections 2.2 and 2.3). Criteria shall include proficiency in teaching, research and creative activity, and service, but only the areas included in the contract or in the Annual Work Plan will be assessed. A term faculty member who does not hold the terminal degree (Instructor) may be promoted to the rank of Senior Instructor I. Candidates who are eligible for further promotion in accordance with the College of Arts and Sciences policies (that is, after five years in this rank) may be promoted to the rank of Senior Instructor II. These ranks mirror those designated for term faculty members who possess the terminal degree (A] Instructor [Term]: Assistant Professor Term; B] Senior Instructor I: Associate Professor Term; and C] Senior Instructor II: Professor Term) but apply to term faculty members who do not possess the terminal degree or its equivalent.
12. Extramural review shall be required for promotion for those term faculty whose annual work plans include research and creative activity.
13. Term faculty will have access to the same grievance procedure as other full-time faculty. (See Redbook 4.4 Appendix A.)

Section 1.3 - Tenure-track Appointments

A. Definition

Tenure-track appointments shall be appointments of full-time faculty members without tenure other than those described in Section 1.2, provided, however, that no tenure-track appointment to the College shall extend beyond the period when tenure is normally granted (Section 2.2).

B. Instructors

Tenure-track appointments to the rank of instructor shall be made only under extraordinary circumstances. If such appointments are made, they will be for stipulated terms of one year each and the persons appointed as instructors shall have completed all work required for the award of the required terminal degree in their area of specialization, with the exception of the thesis or dissertation. They shall, in any event, give promise of proficiency in teaching, research and creative activity, and service.

C. Assistant and Associate Professors

Tenure-track appointments to the rank of assistant or associate professor shall be for stipulated terms not to exceed two years for the initial appointment, nor three years for appointments made thereafter.

In normal circumstances, persons appointed as assistant professors shall hold the recognized terminal degree in their field of specialization. In extraordinary situations, however, they may instead present evidence of having completed a body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. They shall, in any event, give promise of proficiency in teaching, research and creative activity, and service.

In normal circumstances, persons appointed or promoted to the rank of associate professor shall hold the recognized terminal degree in their field of specialization. In extraordinary situations, however, they may instead present evidence of having completed a body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. They shall have shown evidence of having attained proficiency in teaching, research and creative activity, and service, and shall give promise of continuing performance at proficient levels in these areas. The evidence of both proficiency and continuing promise of proficiency in research and creative activity shall include extramural evaluation.

D. Professors

Professors shall be awarded tenure if employed subsequent to the initial tenure-track period. In normal circumstances, persons appointed or promoted to the rank of professor shall hold the recognized terminal degree in their field of specialization. In extraordinary situations, however, they may instead present evidence of having completed a body of research,

scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. They shall show evidence of having attained proficiency in teaching, research and creative activity, and service and of superior achievement and recognition in at least one area and shall give promise of continuing performance at or above such levels. Evaluation of scholarship shall include extramural evaluation.

Section 1.4 - Tenure Appointments

A. Definition

Tenure is the right of certain full-time faculty personnel who hold academic rank to continuous full-time employment without reduction in academic rank until retirement or dismissal as provided in The Redbook. Tenure is granted in an academic unit in accordance with the procedures established in The Redbook.

B. Tenure Recommendations

Recommendations concerning the award or denial of tenure shall originate in the faculty of the College. In normal circumstances, tenure shall be recommended for persons promoted to the rank of associate professor or professor who already hold academic appointment in the College of Arts and Sciences. Tenure may be recommended for persons whose initial appointment in the College is at the rank of associate professor or professor. Persons recommended for tenure shall hold the recognized terminal degree in their field of specialization or shall present evidence of having completed a body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. Persons recommended for initial appointment as associate professor or professor shall meet the criteria stipulated for promotion to those ranks. Waivers or accords about credit toward tenure shall be stipulated in the letter of offer.

C. Establishment of Tenure Date

For tenure-track appointments, the date of mandatory tenure and the number of years of previous full-time service to be counted toward acquisition of tenure shall be stipulated by the Executive Vice President and University Provost and agreed to in writing by the nominee before the appointment is made by the Board of Trustees.

Article 2 - Faculty Personnel Reviews

Personnel reviews shall be based upon peer evaluation of a documentary record that includes qualitative and quantitative evidence of performance. Proficiency in the areas of teaching, research and creative activity, and service shall normally be required of all faculty members, unless responsibility for some area or areas is excepted in this document or specified in writing at the time of the initial appointment.

Section 2.1 - Annual Reviews

A. Areas of Activity

The personnel reviews of the College shall consider evidence in the areas of teaching, research and creative activity, and service. The reviews will reward performance in the short term and seek to reinforce desirable patterns of career advancement and to foster the development of excellence in the College of Arts and Sciences. Performance evaluations shall be based on merit, including contributions to the missions of the department, the College, and the University. Evaluations must consider those areas of activity for which the approved annual work plan indicates a faculty member's responsibility, and no faculty member may be penalized for non-performance in any area of activity for which the faculty member has no assigned responsibility. Faculty members may be rewarded for activities that are not represented on the Annual Work Plan.

B. Procedures

1. Every faculty member and instructor of record shall be reviewed annually.
2. The following policies apply to the review of full-time faculty.
 - a. The annual reviews shall become part of the record for all subsequent personnel reviews and the basis for salary increases. Annual reviews shall take into consideration achievement for the year under review and the two years preceding it. The reviews will be preserved in the Dean's Office and the individual faculty members will be responsible for maintaining the documentation supporting each annual review for all future reviews.
 - b. Each faculty member shall be given an opportunity to present documentation of performance and effort relative to the annual work plan during the review period. Tenure-track and tenured faculty are entitled, upon their request, to extramural review in annual review. The Dean's Office shall announce in its Annual Calendar of Deadlines the date by which such documentation must be received.
 - c. Annual review may take into account career patterns of accomplishments as reflected in the curriculum vitae and in any submitted statement of progress.
 - d. Each faculty member must submit to the department personnel committee a curriculum vitae, Annual Work Plans, and information relevant to quality of instruction for the review period, including copies of results of student evaluations for all courses taught at the University of Louisville during the review period. The department personnel committee shall submit a performance evaluation of each faculty member to the Chair, who shall submit a subsequent performance evaluation to the Dean. The Dean's performance evaluation is final, subject to appeal under 2.1.C.5.

3. Each part-time faculty member must provide materials to a designated department administrator who will submit a performance evaluation to the Dean. Copies of results of student evaluations for all courses taught at the University of Louisville during the review period must be submitted, along with other materials to be determined by the department. Each part-time faculty member will be provided the performance evaluation in writing and shall be given the opportunity to respond to the evaluation and to any recommendations for improvement. The reviews will be preserved in the Dean's Office.
4. Annual review of Graduate Teaching Assistants is the responsibility of the graduate program in which they are enrolled. Copies of results of student evaluations for all courses taught at the University of Louisville during the review period must be reviewed, along with other materials to be determined by the graduate program.
5. Each faculty member will be informed of the performance evaluation in writing at each step of the process and shall be given the opportunity to respond to the evaluation and to any recommendations for improvement or for salary increases so that timely adjustments may be made before the Dean's final recommendation.
6. Faculty who have administrative appointments shall be reviewed for their administrative services as well as for their other faculty responsibilities. Such reviews will be initiated by the department and will involve consultation with appropriate faculty and administrators. Each department shall develop specific policies for the evaluation of Chairs. These must include gathering specific assessments of the Chair's performance from individuals such as the Dean. The department Chair, together with the department personnel committee, will be responsible for identifying such individuals. The form of such reviews shall be established within the Dean's Guidelines. These evaluations must be incorporated into the annual review of that individual.
7. In cases where a faculty member has a joint appointment, the annual review will be conducted in accordance with procedures established in the Dean's Guidelines.
8. A minimum of three tenured faculty members will serve as the department personnel committee. No person may participate during deliberation of his or her own case. If it is impossible to form a qualified committee of three faculty members in a given department, that committee will be augmented. The chair of the personnel committee shall submit to the Dean a list of proposed members from the College and the Dean will make the selection. The reviewee has the right of peremptory challenge up to the number of three before such list is submitted to the Dean.
9. Department committees, Chairs or the Dean may request to see evidence of performance at any stage of the review process.

C. Distribution of Funds

1. Two percent (2 percent) of the annual-review money allocated to the College will be used to accommodate successful appeals. Any funds remaining from this 2 percent will be distributed to the departments as outlined in C.2.

2. The Dean will distribute the remaining annual-review money allocated to the College for full-time faculty as a uniform percentage of the year's base full-time faculty salary for each department, unless some alteration in that uniform percentage is warranted by changes in the department's relative level of performance. Any changes shall be made in consultation with the Personnel Committee and the Planning and Budget Committee.

The Dean shall report to the faculty and to the Executive Vice President and University Provost the frequency distribution of the percentage salary increases received by all faculty members and describe the evaluation procedure used to determine these increases. Recommendations for awards will be based on a system that defines overall performance as (1) not proficient, (2) proficient, (3) highly proficient, and (4) exceptional.

After distribution of annual-review funds to departments (as determined in C.2.), awards to individuals will be made according to the approved department policy. No department policy shall be implemented until approved by the College Personnel Committee and the Dean.

3. Each department shall recommend the reward associated with each category of performance in accordance with the system developed by that department. No reward shall be given for an overall performance of "not proficient." No department shall recommend annual awards that total more than the funds allocated to it under C.2.
4. A recommendation by the Dean for no salary increase must be submitted to the Executive Vice President and University Provost for approval, and must include reasons that performance is considered unsatisfactory, as well as specific suggestions for improving performance. In the case of appeals of recommendation for no salary increase, the entire review file shall also be forwarded to the Executive Vice President and University Provost.
5. The College Personnel Committee will act as the College Committee on Appeals. Any faculty member may request a review by the Personnel Committee of the Dean's decision on an annual review. The result of that review will then be forwarded to the Dean as a recommendation.
6. Each year, when funds are received by the College for pay raises for part-time faculty, these funds must be used for that purpose. The Dean may also designate funds under his or her discretion for that purpose.

Section 2.2 - Tenure

A. Time Required

See Redbook 4.2.2.A.

B. Leaves of Absence

See Redbook 4.2.2.B.

C. Extension of Tenure-track Period

See Redbook 4.2.2.C.

D. Prior Service

See Redbook 4.2.2.D.

E. Early Tenure

See Redbook 4.2.2.E.

F. Criteria for tenure

1. Areas of Activity

Evidence of broad-based, proficient performance in teaching, research and creative activity, and service shall be required to sustain recommendations for tenure.

All evaluations of personnel shall take into consideration a faculty member's annual work plans during the period of review. Whenever used in this document, the word "proficient" shall be understood to mean "having satisfied capably all the special demands or requirements of a particular situation, craft, or profession."

2. Teaching

Proficient teaching stimulates active learning and encourages students to be critical, creative thinkers. It is carefully planned and continuously examined. Regardless of its setting, proficient teaching uses faculty expertise to deepen the way students understand the subject matter. Student evaluations must be complemented by a recent peer review of teaching effectiveness and other relevant evidence. Examples of such evidence may include, but are not limited to, teaching awards, course syllabi and other instructional materials, and evidence of mentoring students.

3. Research and Creative Activity

Research and creative activity is the process of expanding scholarly or creative work in one's discipline. Proficient research and creative activity is innovative; it illuminates present experience and knowledge. Evidence of proficiency in research and creative activity includes articles, books, exhibitions, grants, performances, presentations at conferences, and reports. In cases where the AWP's require particular forms of activity, evidence of proficiency in such particular activities must be presented.

4. Service

Service includes those tasks that are required for the functioning of the department, college, university, community, or profession. Community work that does not draw upon one's professional expertise is not included. Evidence of proficiency in service includes letters of recognition, performance evaluations, and other documentation.

G. Pretenure review

Pretenure review is a procedure whose purpose is to determine whether or not a faculty member is making satisfactory progress toward achieving tenure. A positive pretenure review is not a promise of an eventual tenure grant.

A pretenure review will take place at the mid-point of a faculty member's tenure-track period. No later than August 1 of the academic year in which the review is to take place, the department Chair shall inform the faculty member, in writing, that the review is to take place. All such correspondence shall become a part of the faculty member's file. In the event that an individual's career pattern does not fit the normal progression (e.g., the case of an individual coming to the University with three or more years of credit toward tenure) that case shall be treated on its own merits, determining whether or not the hiring process constituted a pretenure review. Pretenure review shall be conducted by the department personnel committee, Chair, college personnel committee, and Dean.

The standard for a positive pretenure review shall be a determination that continuation of activity, as documented in the file, is expected to fulfill the stated tenure criteria for the department(s) involved. In the event that the department evaluation is negative, the written evaluation must include recommendations to the faculty member for changing the situation documented in the course of the review.

Pretenure review shall involve an examination of activity in the areas outlined in Section 2.2.F. Standards of judgment for the areas of activity shall be the same as those outlined in Section 2.2.F, and in department statements of criteria for tenure. For the purpose of pretenure review, extramural review is optional. This option may be exercised by either the faculty member or the department personnel committee.

The record compiled for pretenure review shall be maintained intact as part of the evidence to be considered in tenure review.

H. Evaluation for tenure

1. Each faculty member eligible for tenure must be evaluated within twelve months after five years of service applied to tenure. Completion of the tenure-track period with positive annual performance evaluations and pretenure review shall not in and of itself constitute sufficient grounds for tenure.
2. Faculty members on tenure-track status shall be affected by any amendments to or changes in the criteria for tenure subsequent to their appointment. In such evaluations,

appropriate consideration will be given to the amount of time remaining in their tenure-track period when the change becomes effective.

3. If the recommendation of the Executive Vice President and University Provost, the Dean, or the Chair of the department is negative, the faculty member must be notified by certified mail. The faculty member may request a hearing before the University Faculty Grievance Committee. Any such request must be delivered on or before the tenth working day following notification by certified mail.

I. Procedures for Reviews and Evaluations for Tenure and Promotion

1. Before any formal consideration or recommendation goes forward there must be consultation with the reviewee and with all bodies charged with the formal conduct of the review to that point.
2. Faculty members have the right to initiate their own reviews, except as that right is restricted by the Redbook.
3. When a Chair of a department is under review for tenure or promotion the relevant committee will include among its members one member of the faculty within the College but external to the home department of the person under review. The Dean shall appoint that member of the committee.
4. Chairs initiate reviews for promotion and tenure by letter of notice to relevant committees, the Dean, and the Arts and Sciences Personnel Committee. At every stage of the review the candidate will have the opportunity to review all materials in the record, except for the identities of extramural reviewers.
5. All evidence entered in review must be submitted to the Dean with the Chair's recommendation. It is essential that the report of the department personnel committee, including the department vote and any minority report, accompany the Chair's recommendation. Once initiated, a promotion review or review for early tenure may not be stopped, except with the permission of the reviewee. A promotion or tenure review file must be compiled with the assistance of the faculty member, and the faculty member is allowed to add newly available evidence for reconsideration by the previous evaluators before the file is advanced to the Office of the Executive Vice President and University Provost. The file shall be closed, and no further evidence may be added to it after the file has reached the Office of the Executive Vice President and University Provost.
6. Evaluation of research and creative activity requires extramural review. The Dean shall solicit extramural referees chosen from a list of professionally expert and objective evaluators compiled and agreed upon by the reviewee and the reviewee's Chair.
7. Letters soliciting extramural reviews shall follow models drafted by the College personnel committee.

8. At each level of review there must be a letter of recommendation which includes a written evaluation of all evidence regarding teaching, research and creative activity, and service. At each level the reviewee has the right to respond to the evaluation. All such responses shall become a permanent part of the file under review.
9. In tenure and promotion cases, after examination of the evidence, each tenure-track and tenured faculty member in a department shall have a single vote and the Chair shall report the vote numerically. Individual departments may narrow these voting eligibility rules by rank and/or tenure status. Any alteration must be approved by a two-thirds majority of the department's tenured and tenure-track faculty members and must be incorporated into ins personnel policy, which is then subject to approval by the College Personnel Committee and the Dean. A department that has made such a change may elect to return to the standard A&S voting rules on tenure and promotion (with all tenure-track and tenured faculty eligible to vote); such a change must be approved by a simple majority of the department's tenured and tenure-track faculty members and is subject to approval by the College Personnel Committee and the Dean.

An eligible faculty member may have to choose whether to vote as a personnel committee member, administrator, or as a member of the department at large. A faculty member on a joint appointment whose dual departments match those of a jointly appointed candidate for tenure and/or promotion may vote in only one of those departments.

Ordinarily, department votes shall be by written ballot not marked with name, rank, tenure status, or other identifying information. The ballots shall become a permanent part of the file under review. Departments may agree to gather votes electronically (as in other college elections) as long as the electronic instrument provides for confidential and recordable voting, with votes reported anonymously, unmarked by rank, tenure status, or other identifying information. The instrument must ensure that only those who are eligible may cast votes and that no one can vote more than once on a given case.

10. A minimum of three tenured faculty members will serve as the department personnel committee to review every personnel action for tenure or promotion. In departments that have narrowed voting eligibility in tenure and promotion cases, in any given year, the committee must include three faculty members eligible to vote on the cases under consideration. Any person scheduled for review for promotion or tenure may not serve on the department personnel committee during the academic year in which the review takes place. If it is impossible to form a qualified committee of three faculty members from a department, that committee will be augmented. The chair of the department personnel committee will submit to the Dean a list of proposed members from the College and the Dean will make the selection. The reviewee has the right of preemptory challenge up to the number of six before the list is submitted to the Dean.
11. Joint appointments include 1) official, Board of Trustees (BOT)-approved appointments specified in the original Letter of Offer, and 2) ad-hoc arrangements between two departments (sometimes referred to in individual departments as "affiliate faculty").

i. BOT approved joint appointments

If a faculty member has appointments in multiple departments within the College of Arts and Sciences by action of the BOT, each of those units will evaluate his or her tenure or promotion file bearing in mind the percentage of the faculty member's appointment in each department. The department of primary appointment will initiate the review process and oversee the creation of a review file, and the complete dossier of the candidate for tenure and/or promotion will be made available to all departments involved in the review. In each of the departments, a recommendation will be prepared by the personnel committee, a faculty vote will be conducted, and a chair's report will be prepared. The reviews can take place simultaneously and the reports from all departments will be inserted into the candidate's review file prior to sending it on to the Office of the Dean.

In cases where the secondary appointment is 25% or less, the candidate may elect an alternate procedure in which one member from the secondary department shall be appointed to the personnel committee of the primary department for review of the case. This additional member will be selected by the Dean of the College from a list submitted by the Chair of the second department after the reviewee exercises his or her right to peremptory challenges, the number of which shall not exceed 50 percent of the faculty of the second department. The additional member will serve only in the evaluation and recommendation of the reviewee covered by this provision to the policy. In addition, the Chair of the second department shall write a letter of recommendation based on the reviewee's participation in that department. This letter, along with relevant evidence (for example, student evaluations, extramural reviews, etc.), shall be placed in the personnel file prior to review of the case by the department Chair of the primary department.

In either scenario, once the review file reaches the Office of the Dean, the review will continue as in the case of a faculty member with an appointment in only a single department. If the reviewee has an appointment involving the College of Arts and Sciences and another academic unit within the University, the A&S department involved will conduct its review in accordance with the policy and guidelines for tenure and promotion reviews in the College and, to the extent possible, the College will cooperate with the other University unit involved to facilitate its review.

In all cases, the Chairs of the relevant departments will collaborate on the creation of the Annual Work Plan (AWP) from the time of the initial appointment so that the departmental expectations and the faculty member's responsibilities in each department are transparent and equitable, particularly in the area of Service.

ii. Ad-hoc interdepartmental arrangements

A faculty member whose principal appointment is in one department but who contributes to the teaching, service, or research and creative activity of a second department on an ad-hoc (non-contractually obligated) basis is entitled, upon the faculty member's request, to be reviewed for personnel actions with the participation of the second department. Upon the faculty member's request, the review file will be made available to the chairperson of the second department, and the chairperson of the second department shall write a letter of recommendation based on the reviewee's participation in that department. This letter shall be placed in the personnel file prior to the review of the case by the chair of the department of principal appointment.

12. The Dean of the College shall establish such guidelines and deadlines as shall be necessary to ensure uniformity, efficiency, and effectiveness in implementing the review and evaluation process. These guidelines, however, cannot create new policy but are restricted to administration of the current personnel policy. Such guidelines and any subsequent changes must be approved by the College personnel committee.

Section 2.3 - Promotion in Rank

A. Criteria for Promotion from Associate Professor to Professor

1. The candidate for promotion shall present evidence of having attained proficiency in teaching, research and creative activity, and service, and of superior achievement and recognition in at least one area and shall give promise of continuing performance at or above such levels.
2. All evaluations for promotion in rank shall take into consideration a faculty member's annual work plans during the period of review. Evaluation of research and creative activity shall include extramural evaluation.
3. Whenever used in this document, the word "proficient" shall have the meaning specified in Section 2.2.F.
4. Whenever used in this document, "superior achievement and recognition" shall be understood to mean "having attained distinction, as recognized by one's peers, in a particular situation, craft, or profession."

B. Procedures for Reviews and Evaluations for Promotion in Rank

1. Each faculty member shall be reviewed for promotion in rank according to procedures specified in Section 2.2.I.

Section 2.4 - Periodic Career Review

The College assumes that faculty will ordinarily discharge their professional responsibilities by proficient performance in the areas of teaching, research and creative activity, and service and in accordance with their annual work plan (AWP). The periodic career review process examines evidence and reviews compiled over a five-year cycle.

A. Faculty with Tenure

Tenured faculty members shall undergo career review after every fifth year of service. When the review period ends in a sabbatical (or other leave), the periodic career review shall be deferred until the next academic year. A promotion shall replace a periodic career review.

Within thirty days of a periodic career review that identifies areas of deficiency, a faculty member, in consultation with the Chair or the Dean, shall prepare a career development plan, acceptable to the Dean, to remedy deficiencies within one year unless the Dean approves a

longer period.

B. Periodic Career Review: Stage 1

1. Each department personnel document will include a statement of expectations for "proficient performance" by tenured faculty. This statement will form the basis for periodic career reviews. Statements will be reviewed by the Dean to insure consistency with the mission of the College. After approval, each department will submit the statement to the Arts and Sciences Personnel Committee.
2. Annual reviews, the documentation supporting them, and a current curriculum vitae will be used as the evidentiary basis for periodic career reviews. The department Chair will review the five prior annual reviews. If a faculty member has four or five satisfactory reviews, the department Chair will forward a positive recommendation to the Dean of the College.
3. If a faculty member has more than one unsatisfactory review during the five-year period, the Chair will inform the department personnel committee so that the Chair and the department personnel committee can identify problems. If the department personnel committee and Chair do not think that mitigating circumstances account for the deficiencies, they will recommend a Stage 2 review. The recommendations of the department personnel committee and Chair will be forwarded along with the summary of the review period to the College Personnel Committee. The documentation supporting the recommendation, for instance, annual review letters and the evidentiary base from which they were written, will be made available to the College Personnel Committee if requested. The College Personnel Committee will review materials and other requested documentation and forward their recommendation to the Dean.

C. Periodic Career Review: Stage 2

1. Stage 2 review will focus on tenured faculty who were selected for review during Stage 1. In general, the purpose of this review is to provide useful feedback and appropriate intervention and assistance to faculty members who have not met expected performance criteria.
2. The department Chair will inform those subject to Stage 2 review. The faculty member will compile a triptych containing detailed information pertinent to the review. This information will in all cases include: (1) an up-to-date curriculum vitae, (2) annual reviews and annual work agreements for the past five years; (3) Stage 1 documentation and recommendations. Other evidence may also be included by the faculty member or may be requested by any of the reviewing bodies. If requested by the faculty member or the department Chair, any materials may be sent out for extramural review, following all procedures in the Arts and Sciences Personnel Policy and the Dean's Guidelines.
3. The department personnel committee will review all documentation and reviews and make a recommendation to the department Chair. The department review must reflect the nature of the individual's field of work and must conform to fair and reasonable standards for performance. Also, in all cases, the College Personnel Committee should

- be provided with copies of department expectations for proficient performance.
4. The department review should identify strengths and weaknesses of the faculty member and define specific goals or outcomes that would help the faculty member improve. The faculty member then can review and rebut this recommendation. All documentation is then forwarded to the Chair. The Chair will respond in writing to the documentation provided by the department committee, and with the faculty member develop a specific plan to overcome deficiencies. This plan will specify expected outcomes and outline the activities that will be taken to correct deficiencies.
 5. All documentation will be forwarded to the Arts and Sciences Personnel Committee for review, and its recommendation that the plan be accepted, modified, or rejected will be sent to the Dean. The Dean will make the final decision regarding the plan. The evaluation process, including the approval of the plan by the Dean, shall be completed in thirty calendar days following identification of the deficiency.
 6. The faculty member will be given one year to satisfy the requirements of the plan, unless the Dean approves a longer period. If the faculty member completes the professional development plan, the faculty member shall then have one year to demonstrate satisfactory performance. The Dean shall institute another career review. A faculty member whose performance is judged unsatisfactory in this second review shall be subject to appropriate disciplinary action, which may include proceedings for termination.
 7. A faculty member can appeal this process, following all procedures outlined in The Redbook, Arts and Sciences Personnel Policy, and the Dean's Guidelines.

Article 3 - Conditions of Faculty Employment

Section 3.1 - Annual Work Plan and Presence at the University

- A. Before the opening of each academic year, each full-time faculty member of the College shall sign an Annual Work Plan which describes the distribution of effort planned for the academic year. This policy also applies to faculty on sabbatical leave. Annual Work Plans shall be initiated by the department where the faculty member holds primary appointment. In the case of joint appointments, the respective department Chairs will cooperate in the process. These agreements shall be negotiated between the faculty member and the department Chair(s). The agreements shall be subject to review and approval by the Dean. Disagreements between a faculty member and the Chair as to the proper allocation of effort shall be referred to the Dean for resolution. When circumstances require changes in the work plan, the faculty member and Chair shall file an amended plan, including an explanation of the changes, for the Dean's approval.

The Annual Work Plan provides the basis for evaluation of performance.

Annual Work Plans must be consistent with the missions and program needs of the College and the home department(s). Each full-time faculty member must account for 100 percent of his or her full workload. Normally, the allocation of effort is based on some combination of

teaching, research and creative activity, and service. Justification for allocations of effort shall include the listing of courses taught, committee assignments and professional projects. The distribution of effort shall be expressed on the Annual Work Plan in terms of percent of effort allocated to each activity. Normally, a three-credit hour course requires at least ten percent of annual effort' this standard shall be the basis for the allocation of effort for all activities. Tenure-track faculty are required to demonstrate broad proficiency in scholarship; thus, a minimum allocation of thirty percent is required in research and creative activity. All approved annual work plans shall respect both the individual faculty member's need to shape his or her own career and the College's various needs and shall accordingly permit the faculty member to perform various functions at different stages of his or her career.

Service, especially service on campus, is the duty of every faculty member. Participation in department meetings and college assemblies is assumed. Under normal circumstances, faculty are also expected to serve on department, college, and university committees.

B. Presence at the University

Although professional activities will require their absence from campus, College faculty are expected to be routinely available on campus to meet with their colleagues and their students. Faculty shall make themselves available to students by observing posted office hours, and by allowing students to arrange appointments at other mutually convenient times (See Code of Faculty Responsibilities, 2.25). The Dean may require college faculty to report two weeks before Fall classes begin and continue in actual attendance until two weeks after the end of the final examination period in the Spring except when an approved AWP provides otherwise.

Section 3.2 - Compensation

The standard faculty appointment is for ten months, hereinafter called the Academic Year. Faculty on ten-month appointments have the option of receiving their salaries in ten (10) equal installments (B-10: August through May), or twelve (12) equal installments (B12: July through June), each fiscal year. The standard administrative appointment is for twelve months (A12).

Section 3.3 - Work Outside the University

See Redbook Article 4.3.3.

Section 3.4 - Paid Tutoring

No one shall receive any compensation for tutoring students in a course in which that person is empowered to grant the student credit or over which he or she may exercise authority.

Section 3.5 - Sabbatical Leave

Sabbatical leaves will be subject to the provisions of the Redbook.

Article 4 - Resolution of Disagreements

See Redbook Article 4.4.

Article 5 - Termination of Service

See Redbook Article 4.5.

Article 6 - Personnel Documents

Criteria in department personnel policy statements shall be consistent with the College personnel policy. Departments that wish to specify additional requirements must receive approval from the College Personnel Committee and the Dean, but those requirements cannot contradict College policy.

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Personnel Policy and Procedures

(Note: Throughout this document, "department" is used as a generic term to include division or program.)

Article 1 - Faculty Appointments and Tenure

Section 1.1 - Types of Appointments

A. Any full-time faculty appointment shall be one of three kinds:

1. nontenurable (Section 1.2)
2. ~~probationary~~ tenure-track (Section 1.3)
3. tenure (Section 1.4)

B. Part-time appointments

1. Part-time faculty shall be those appointed by contract to teach specified courses or perform specific duties less than full time. The Dean may appoint or reappoint part-time faculty for each academic term at the convenience of the University on standard contract terms approved by the Executive Vice President and University Provost. No part-time appointment, continuation, or renewal thereof, regardless of assignment or seniority, shall result in acquisition of tenure or imply renewal for subsequent periods. Part-time faculty shall hold rank according to education and experience. Part-time faculty shall be reviewed in writing annually, and these evaluations will be maintained in the Dean's Office. Part-time faculty are not eligible for sabbaticals or other academic leaves. Part-time faculty may participate in university and unit governance as permitted by University and College Bylaws. Such service shall be accounted for and recognized in the individual contract.

2. Ranks

- a. In normal circumstances, persons appointed at the rank of Lecturer shall hold a graduate degree in the field in which they teach. In extraordinary situations, however, they may instead present evidence of having completed a body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. They shall, in any event, give promise of proficiency in teaching, or, if applicable, performing specific duties stipulated in their contract.

- b. In normal circumstances, persons initially appointed at the rank of Senior Lecturer I shall hold the recognized terminal degree in the field in which they teach. Those holding the rank of Lecturer may be promoted to Senior Lecturer I on the basis of a record of proficient teaching, ~~or~~ and, if applicable, service and / or research and creative activity in the College.

c. Promotion to the rank of Senior Lecturer II recognizes ~~exceptional~~ proficient performance in teaching ~~or~~ and, if applicable, in service and / or research and creative activity.

3. Procedures for Evaluations for Promotion of Part-time Faculty

a. Promotion may be considered after a part-time faculty member has held one rank for at least ten semesters in no fewer than five years in the College. (Summer teaching counts as one semester.) A part-time faculty member whose promotion is denied must wait at least four more semesters before requesting promotion again.

b. Part-time faculty initiate their promotion reviews by submitting to their department chair a promotion file that includes a curriculum vitae ~~in standard College format~~, annual College merit evaluations, a summary sheet including numerical teaching evaluations, their ten most recent student evaluations of teaching, peer reviews of teaching, and syllabi (if developed by the part-time faculty member); ~~and~~, if applicable, promotion files may also include teaching awards, evidence of course or curriculum development and / or evidence of research and creative activity.

c. The promotion file is first reviewed by the department chair and then forwarded to the Dean for review. If the part-time faculty member responds to the chair's written evaluation, the response will also be forwarded to the Dean. The Dean will provide a written review of the evidence in the file. The part-time faculty member may appeal the decanal evaluation and recommendation. All evaluations and responses shall become a permanent part of the part-time faculty member's file.

d. The College of Arts and Sciences Personnel Committee will act as the College Committee on Appeals. Any part-time faculty member may request a review by the Arts and Sciences Personnel Committee of the Dean's decision on a promotion case. The result of that review will then be forwarded to the Dean as a recommendation.

e. The Dean of the College shall establish such guidelines and deadlines as shall be necessary to ensure uniformity, efficiency, and effectiveness in implementing the review and evaluation process. These guidelines, however, cannot create new policy but are restricted to administration of the current personnel policy. Such guidelines and any subsequent changes must be approved by the College of Arts and Sciences Personnel Committee.

C. Emeritus faculty

The honorary title of Emeritus faculty may be conferred upon retired faculty if requested by the department or unit faculty and the Dean, and if approved by the President and Board of Trustees. The University community can benefit greatly from Emeritus Faculty presence on campus and continued professional activities, including teaching, research, and service. Therefore, Emeritus Faculty should be provided library and email privileges and support facilities. They may also assist with undergraduate and graduate research projects and they may undertake primary supervision of new student research projects with the approval of the

Dean.

D. Adjunct Faculty

Adjunct appointments are normally offered to persons who are not full-time faculty members of the College or Arts and Sciences but with whom the College or one of its departments wishes to establish a formal relationship. Adjunct faculty members are expected to have the same academic qualifications as member of the regular faculty, and they may hold rank from adjunct instructor to adjunct professor. Persons holding adjunct appointments may be chiefly employed by a school or university other than the University of Louisville, by the University of Louisville in a non-academic position, or by another organization. They are not normally compensated as adjunct faculty but may be compensated by contract for specific part-time services. Adjunct appointments are for terms of up to three years and they may be renewed.

Section 1.2 - Nontenurable Full-Time Appointments

A. Temporary Appointments

Temporary appointments to the various academic ranks are those made for less than one year or for special purposes. In no case shall temporary appointments or renewals result in the acquisition of tenure. Temporary faculty shall not be eligible for tenure or count toward time for acquisition of tenure, regardless of assignment or seniority. Temporary faculty are not eligible for sabbaticals or other academic leaves but will have access to the same grievance procedure as other full-time faculty. (See Redbook Appendix A)

B. Term Faculty Appointments

1. All nontenurable full-time faculty who do not hold temporary appointments will be called Term Faculty.
2. Term faculty shall be full-time faculty appointments without tenure for a stipulated contract period not to exceed three years. Such appointments are not ~~probationary~~ tenure-track appointments and no such appointments, continuation, or renewal thereof shall result in acquisition of tenure or implied renewal for subsequent terms. Term faculty are not eligible for sabbaticals.
3. Term faculty may be funded through general funds, restricted funds, or clinical revenues. The number of term faculty appointments funded through general funds must be fewer than 20 percent of the total number of ~~probationary~~ tenure-track and tenured appointments in the College.
4. Term faculty appointments may be renewed at the pleasure of the University if the Chair of the department and the Dean determine that the services of the incumbent are needed for the renewal term.

5. Faculty on term appointments may apply for and be appointed to ~~probationary~~tenure-track appointments.
6. Term faculty shall meet the minimal standards for ~~probationary~~tenure-track appointment at the designated rank, although specific variation in assignments may be designated in the contract and specified in the Annual Work Plan.
7. Participation in College Governance shall be specified in the College By-Laws.
8. Working with the department Chair, term faculty shall present an Annual Work Plan for the approval of the Dean. The work plan shall specify the responsibilities of the faculty member for teaching, research and creative activity, service, and other institutional obligations for the faculty member's presence on campus.
9. Annual review of term faculty shall be initiated by the designated departmental review committee and shall follow the process for annual review of ~~probationary~~tenure-track or tenured faculty. Assessment for annual review shall include teaching, research and creative activity, and service, but review shall consider only those areas assigned in the Annual Work Plan.
10. Term faculty whose annual reviews attest to their proficiency shall receive a salary increase as outlined in the Dean's Guidelines.
11. Promotion in rank may be considered after a term faculty member has served five years in rank. Procedures for the promotion of term faculty shall be the same as for ~~probationary~~tenure-track or tenured faculty (see sections 2.2 and 2.3). Criteria shall include proficiency in teaching, research and creative activity, and service, but only the areas included in the contract or in the Annual Work Plan will be assessed. A term faculty member who does not hold the terminal degree (Instructor) may be promoted to the rank of Senior Instructor I. Candidates who are eligible for further promotion in accordance with the College of Arts and Sciences policies (that is, after five years in this rank) may be promoted to the rank of Senior Instructor II. These ranks mirror those designated for term faculty members who possess the terminal degree (A] Instructor [Term]:Assistant Professor Term; B] Senior Instructor I: Associate Professor Term; and C] Senior Instructor II: Professor Term) but apply to term faculty members who do not possess the terminal degree or its equivalent.
12. Extramural review shall be required for promotion for those term faculty whose annual work plans include research and creative activity.
13. Term faculty will have access to the same grievance procedure as other full-time faculty. (See Redbook 4.4 Appendix A.)

Section 1.3 - Probationary Tenure-track Appointments

A. Definition

Probationary Tenure-track appointments shall be appointments of full-time faculty members without tenure other than those described in Section 1.2, provided, however, that no probationary tenure-track appointment to the College shall extend beyond the period when tenure is normally granted (Section 2.2).

B. Instructors

Probationary Tenure-track appointments to the rank of instructor shall be made only under extraordinary circumstances. If such appointments are made, they will be for stipulated terms of one year each and the persons appointed as instructors shall have completed all work required for the award of the required terminal degree in their area of specialization, with the exception of the thesis or dissertation. They shall, in any event, give promise of proficiency in teaching, research and creative activity, and service.

C. Assistant and Associate Professors

Probationary Tenure-track appointments to the rank of assistant or associate professor shall be for stipulated terms not to exceed two years for the initial appointment, nor three years for appointments made thereafter.

In normal circumstances, persons appointed as assistant professors shall hold the recognized terminal degree in their field of specialization. In extraordinary situations, however, they may instead present evidence of having completed a body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. They shall, in any event, give promise of proficiency in teaching, research and creative activity, and service.

In normal circumstances, persons appointed or promoted to the rank of associate professor shall hold the recognized terminal degree in their field of specialization. In extraordinary situations, however, they may instead present evidence of having completed a body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. They shall have shown evidence of having attained proficiency in teaching, research and creative activity, and service, and shall give promise of continuing performance at proficient levels in these areas. The evidence of both proficiency and continuing promise of proficiency in research and creative activity shall include extramural evaluation.

D. Professors

Professors shall be awarded tenure if employed subsequent to the initial probationary tenure-track period. In normal circumstances, persons appointed or promoted to the rank of professor shall hold the recognized terminal degree in their field of specialization. In extraordinary situations, however, they may instead present evidence of having completed a

body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. They shall show evidence of having attained proficiency in teaching, research and creative activity, and service and of superior achievement and recognition in at least one area and shall give promise of continuing performance at or above such levels. Evaluation of scholarship shall include extramural evaluation.

Section 1.4 - Tenure Appointments

A. Definition

Tenure is the right of certain full-time faculty personnel who hold academic rank to continuous full-time employment without reduction in academic rank until retirement or dismissal as provided in The Redbook. Tenure is granted in an academic unit in accordance with the procedures established in The Redbook.

B. Tenure Recommendations

Recommendations concerning the award or denial of tenure shall originate in the faculty of the College. In normal circumstances, tenure shall be recommended for persons promoted to the rank of associate professor or professor who already hold academic appointment in the College of Arts and Sciences. Tenure may be recommended for persons whose initial appointment in the College is at the rank of associate professor or professor. Persons recommended for tenure shall hold the recognized terminal degree in their field of specialization or shall present evidence of having completed a body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. Persons recommended for initial appointment as associate professor or professor shall meet the criteria stipulated for promotion to those ranks. Waivers or accords about credit toward tenure shall be stipulated in the letter of offer.

C. Establishment of Tenure Date

For ~~probationary~~tenure-track appointments, the date of mandatory tenure and the number of years of previous full-time service to be counted toward acquisition of tenure shall be stipulated by the Executive Vice President and University Provost and agreed to in writing by the nominee before the appointment is made by the Board of Trustees.

Article 2 - Faculty Personnel Reviews

Personnel reviews shall be based upon peer evaluation of a documentary record that includes qualitative and quantitative evidence of performance. Proficiency in the areas of teaching, research and creative activity, and service shall normally be required of all faculty members, unless responsibility for some area or areas is excepted in this document or specified in writing at the time of the initial appointment.

Section 2.1 - Annual Reviews

A. Areas of Activity

The personnel reviews of the College shall consider evidence in the areas of teaching, research and creative activity, and service. The reviews will reward performance in the short term and seek to reinforce desirable patterns of career advancement and to foster the development of excellence in the College of Arts and Sciences. Performance evaluations shall be based on merit, including contributions to the missions of the department, the College, and the University. Evaluations must consider those areas of activity for which the approved annual work plan indicates a faculty member's responsibility, and no faculty member may be penalized for non-performance in any area of activity for which the faculty member has no assigned responsibility. Faculty members may be rewarded for activities that are not represented on the Annual Work Plan.

B. Procedures

1. Every faculty member and instructor of record shall be reviewed annually.
2. The following policies apply to the review of full-time faculty.
 - a. The annual reviews shall become part of the record for all subsequent personnel reviews and the basis for salary increases. Annual reviews shall take into consideration achievement for the year under review and the two years preceding it. The reviews will be preserved in the Dean's Office and the individual faculty members will be responsible for maintaining the documentation supporting each annual review for all future reviews.
 - b. Each faculty member shall be given an opportunity to present documentation of performance and effort relative to the annual work plan during the review period. Probationary Tenure-track and tenured faculty are entitled, upon their request, to extramural review in annual review. The Dean's Office shall announce in its Annual Calendar of Deadlines the date by which such documentation must be received.
 - c. Annual review may take into account career patterns of accomplishments as reflected in the curriculum vitae and in any submitted statement of progress.
 - d. Each faculty member must submit to the department personnel committee a curriculum vitae, Annual Work Plans, and information relevant to quality of instruction for the review period, including copies of results of student evaluations for all courses taught at the University of Louisville during the review period. The department personnel committee shall submit a performance evaluation of each faculty member to the Chair, who shall submit a subsequent performance evaluation to the Dean. The Dean's performance evaluation is final, subject to appeal under 2.1.C.5.

3. Each part-time faculty member must provide materials to a designated department administrator who will submit a performance evaluation to the Dean. Copies of results of student evaluations for all courses taught at the University of Louisville during the review period must be submitted, along with other materials to be determined by the department. Each part-time faculty member will be provided the performance evaluation in writing and shall be given the opportunity to respond to the evaluation and to any recommendations for improvement. The reviews will be preserved in the Dean's Office.
4. Annual review of Graduate Teaching Assistants is the responsibility of the graduate program in which they are enrolled. Copies of results of student evaluations for all courses taught at the University of Louisville during the review period must be reviewed, along with other materials to be determined by the graduate program.
5. Each faculty member will be informed of the performance evaluation in writing at each step of the process and shall be given the opportunity to respond to the evaluation and to any recommendations for improvement or for salary increases so that timely adjustments may be made before the Dean's final recommendation.
6. Faculty who have administrative appointments shall be reviewed for their administrative services as well as for their other faculty responsibilities. Such reviews will be initiated by the department and will involve consultation with appropriate faculty and administrators. Each department shall develop specific policies for the evaluation of Chairs. These must include gathering specific assessments of the Chair's performance from individuals such as the Dean. The department Chair, together with the department personnel committee, will be responsible for identifying such individuals. The form of such reviews shall be established within the Dean's Guidelines. These evaluations must be incorporated into the annual review of that individual.
7. In cases where a faculty member has a joint appointment, the annual review will be conducted in accordance with procedures established in the Dean's Guidelines.
8. A minimum of three tenured faculty members will serve as the department personnel committee. No person may participate during deliberation of his or her own case. If it is impossible to form a qualified committee of three faculty members in a given department, that committee will be augmented. The chair of the personnel committee shall submit to the Dean a list of proposed members from the College and the Dean will make the selection. The reviewee has the right of peremptory challenge up to the number of three before such list is submitted to the Dean.
9. Department committees, Chairs or the Dean may request to see evidence of performance at any stage of the review process.

C. Distribution of Funds

1. Two percent (2 percent) of the annual-review money allocated to the College will be used to accommodate successful appeals. Any funds remaining from this 2 percent will be distributed to the departments as outlined in C.2.

2. The Dean will distribute the remaining annual-review money allocated to the College for full-time faculty as a uniform percentage of the year's base full-time faculty salary for each department, unless some alteration in that uniform percentage is warranted by changes in the department's relative level of performance. Any changes shall be made in consultation with the Personnel Committee and the Planning and Budget Committee.

The Dean shall report to the faculty and to the Executive Vice President and University Provost the frequency distribution of the percentage salary increases received by all faculty members and describe the evaluation procedure used to determine these increases. Recommendations for awards will be based on a system that defines overall performance as (1) not proficient, (2) proficient, (3) highly proficient, and (4) exceptional.

After distribution of annual-review funds to departments (as determined in C.2.), awards to individuals will be made according to the approved department policy. No department policy shall be implemented until approved by the College Personnel Committee and the Dean.

3. Each department shall recommend the reward associated with each category of performance in accordance with the system developed by that department. No reward shall be given for an overall performance of "not proficient." No department shall recommend annual awards that total more than the funds allocated to it under C.2.
4. A recommendation by the Dean for no salary increase must be submitted to the Executive Vice President and University Provost for approval, and must include reasons that performance is considered unsatisfactory, as well as specific suggestions for improving performance. In the case of appeals of recommendation for no salary increase, the entire review file shall also be forwarded to the Executive Vice President and University Provost.
5. The College Personnel Committee will act as the College Committee on Appeals. Any faculty member may request a review by the Personnel Committee of the Dean's decision on an annual review. The result of that review will then be forwarded to the Dean as a recommendation.
6. Each year, when funds are received by the College for pay raises for part-time faculty, these funds must be used for that purpose. The Dean may also designate funds under his or her discretion for that purpose.

Section 2.2 - Tenure

A. Time Required

See Redbook 4.2.2.A.

B. Leaves of Absence

See Redbook 4.2.2.B.

C. Extension of

~~Probationary~~ Tenure-track Period

See Redbook 4.2.2.C.

D. Prior Service

See Redbook 4.2.2.D.

E. Early Tenure

See Redbook 4.2.2.E.

F. Criteria for tenure

1. Areas of Activity

Evidence of broad-based, proficient performance in teaching, research and creative activity, and service shall be required to sustain recommendations for tenure.

All evaluations of personnel shall take into consideration a faculty member's annual work plans during the period of review. Whenever used in this document, the word "proficient" shall be understood to mean "having satisfied capably all the special demands or requirements of a particular situation, craft, or profession."

2. Teaching

Proficient teaching stimulates active learning and encourages students to be critical, creative thinkers. It is carefully planned and continuously examined. Regardless of its setting, proficient teaching uses faculty expertise to deepen the way students understand the subject matter. Student evaluations must be complemented by a recent peer review of teaching effectiveness and other relevant evidence. Examples of such evidence may include, but are not limited to, teaching awards, course syllabi and other instructional materials, and evidence of mentoring students.

3. Research and Creative Activity

Research and creative activity is the process of expanding scholarly or creative work in one's discipline. Proficient research and creative activity is innovative; it illuminates present experience and knowledge. Evidence of proficiency in research and creative activity includes articles, books, exhibitions, grants, performances, presentations at conferences, and reports. In cases where the AWP's require particular forms of activity, evidence of proficiency in such particular activities must be presented.

4. Service

Service includes those tasks that are required for the functioning of the department, college, university, community, or profession. Community work that does not draw upon one's professional expertise is not included. Evidence of proficiency in service includes letters of recognition, performance evaluations, and other documentation.

G. Pretenure review

Pretenure review is a procedure whose purpose is to determine whether or not a faculty member is making satisfactory progress toward achieving tenure. A positive pretenure review is not a promise of an eventual tenure grant.

A pretenure review will take place at the mid-point of a faculty member's ~~probationary~~ tenure-track period. No later than August 1 of the academic year in which the review is to take place, the department Chair shall inform the faculty member, in writing, that the review is to take place. All such correspondence shall become a part of the faculty member's file. In the event that an individual's career pattern does not fit the normal progression (e.g., the case of an individual coming to the University with three or more years of credit toward tenure) that case shall be treated on its own merits, determining whether or not the hiring process constituted a pretenure review. Pretenure review shall be conducted by the department personnel committee, Chair, college personnel committee, and Dean.

The standard for a positive pretenure review shall be a determination that continuation of activity, as documented in the file, is expected to fulfill the stated tenure criteria for the department(s) involved. In the event that the department evaluation is negative, the written evaluation must include recommendations to the faculty member for changing the situation documented in the course of the review.

Pretenure review shall involve an examination of activity in the areas outlined in Section 2.2.F. Standards of judgment for the areas of activity shall be the same as those outlined in Section 2.2.F, and in department statements of criteria for tenure. For the purpose of pretenure review, extramural review is optional. This option may be exercised by either the faculty member or the department personnel committee.

The record compiled for pretenure review shall be maintained intact as part of the evidence to be considered in tenure review.

H. Evaluation for tenure

1. Each faculty member eligible for tenure must be evaluated within twelve months after five years of service applied to tenure. Completion of the ~~probationary~~ tenure-track period with positive annual performance evaluations and pretenure review shall not in and of itself constitute sufficient grounds for tenure.
2. Faculty members on ~~probationary~~ tenure-track status shall be affected by any

amendments to or changes in the criteria for tenure subsequent to their appointment. In such evaluations, appropriate consideration will be given to the amount of time remaining in their ~~probationary~~tenure-track period when the change becomes effective.

3. If the recommendation of the Executive Vice President and University Provost, the Dean, or the Chair of the department is negative, the faculty member must be notified by certified mail. The faculty member may request a hearing before the University Faculty Grievance Committee. Any such request must be delivered on or before the tenth working day following notification by certified mail.

I. Procedures for Reviews and Evaluations for Tenure and Promotion

1. Before any formal consideration or recommendation goes forward there must be consultation with the reviewee and with all bodies charged with the formal conduct of the review to that point.
2. Faculty members have the right to initiate their own reviews, except as that right is restricted by the Redbook.
3. When a Chair of a department is under review for tenure or promotion the relevant committee will include among its members one member of the faculty within the College but external to the home department of the person under review. The Dean shall appoint that member of the committee.
4. Chairs initiate reviews for promotion and tenure by letter of notice to relevant committees, the Dean, and the Arts and Sciences Personnel Committee. At every stage of the review the candidate will have the opportunity to review all materials in the record, except for the identities of extramural reviewers.
5. All evidence entered in review must be submitted to the Dean with the Chair's recommendation. It is essential that the report of the department personnel committee, including the department vote and any minority report, accompany the Chair's recommendation. Once initiated, a promotion review or review for early tenure may not be stopped, except with the permission of the reviewee. A promotion or tenure review file must be compiled with the assistance of the faculty member, and the faculty member is allowed to add newly available evidence for reconsideration by the previous evaluators before the file is advanced to the Office of the Executive Vice President and University Provost. The file shall be closed, and no further evidence may be added to it after the file has reached the Office of the Executive Vice President and University Provost.
6. Evaluation of research and creative activity requires extramural review. The Dean shall solicit extramural referees chosen from a list of professionally expert and objective evaluators compiled and agreed upon by the reviewee and the reviewee's Chair.
7. Letters soliciting extramural reviews shall follow models drafted by the College personnel committee.

8. At each level of review there must be a letter of recommendation which includes a written evaluation of all evidence regarding teaching, research and creative activity, and service. At each level the reviewee has the right to respond to the evaluation. All such responses shall become a permanent part of the file under review.
9. In tenure and promotion cases, after examination of the evidence, each tenure-track and tenured faculty member in a department shall have a single vote and the Chair shall report the vote numerically. Individual departments may narrow these voting eligibility rules by rank and/or tenure status. Any alteration must be approved by a two-thirds majority of the department's tenured and tenure-track faculty members and must be incorporated into ins personnel policy, which is then subject to approval by the College Personnel Committee and the Dean. A department that has made such a change may elect to return to the standard A&S voting rules on tenure and promotion (with all tenure-track and tenured faculty eligible to vote); such a change must be approved by a simple majority of the department's tenured and tenure-track faculty members and is subject to approval by the College Personnel Committee and the Dean.

An eligible faculty member may have to choose whether to vote as a personnel committee member, administrator, or as a member of the department at large. A faculty member on a joint appointment whose dual departments match those of a jointly appointed candidate for tenure and/or promotion may vote in only one of those departments.

Ordinarily, department votes shall be by written ballot not marked with name, rank, tenure status, or other identifying information. The ballots shall become a permanent part of the file under review. Departments may agree to gather votes electronically (as in other college elections) as long as the electronic instrument provides for confidential and recordable voting, with votes reported anonymously, unmarked by rank, tenure status, or other identifying information. The instrument must ensure that only those who are eligible may cast votes and that no one can vote more than once on a given case.

10. A minimum of three tenured faculty members will serve as the department personnel committee to review every personnel action for tenure or promotion. In departments that have narrowed voting eligibility in tenure and promotion cases, in any given year, the committee must include three faculty members eligible to vote on the cases under consideration. Any person scheduled for review for promotion or tenure may not serve on the department personnel committee during the academic year in which the review takes place. If it is impossible to form a qualified committee of three faculty members from a department, that committee will be augmented. The chair of the department personnel committee will submit to the Dean a list of proposed members from the College and the Dean will make the selection. The reviewee has the right of peremptory challenge up to the number of six before the list is submitted to the Dean.
11. Joint appointments include 1) official, Board of Trustees (BOT)-approved appointments specified in the original Letter of Offer, and 2) ad-hoc arrangements between two departments (sometimes referred to in individual departments as "affiliate faculty").

i. BOT approved joint appointments

If a faculty member has appointments in multiple departments within the College of Arts and Sciences by action of the BOT, each of those units will evaluate his or her tenure or promotion file bearing in mind the percentage of the faculty member's appointment in each department. The department of primary appointment will initiate the review process and oversee the creation of a review file, and the complete dossier of the candidate for tenure and/or promotion will be made available to all departments involved in the review. In each of the departments, a recommendation will be prepared by the personnel committee, a faculty vote will be conducted, and a chair's report will be prepared. The reviews can take place simultaneously and the reports from all departments will be inserted into the candidate's review file prior to sending it on to the Office of the Dean.

In cases where the secondary appointment is 25% or less, the candidate may elect an alternate procedure in which one member from the secondary department shall be appointed to the personnel committee of the primary department for review of the case. This additional member will be selected by the Dean of the College from a list submitted by the Chair of the second department after the reviewee exercises his or her right to peremptory challenges, the number of which shall not exceed 50 percent of the faculty of the second department. The additional member will serve only in the evaluation and recommendation of the reviewee covered by this provision to the policy. In addition, the Chair of the second department shall write a letter of recommendation based on the reviewee's participation in that department. This letter, along with relevant evidence (for example, student evaluations, extramural reviews, etc.), shall be placed in the personnel file prior to review of the case by the department Chair of the primary department.

In either scenario, once the review file reaches the Office of the Dean, the review will continue as in the case of a faculty member with an appointment in only a single department. If the reviewee has an appointment involving the College of Arts and Sciences and another academic unit within the University, the A&S department involved will conduct its review in accordance with the policy and guidelines for tenure and promotion reviews in the College and, to the extent possible, the College will cooperate with the other University unit involved to facilitate its review.

In all cases, the Chairs of the relevant departments will collaborate on the creation of the Annual Work Plan (AWP) from the time of the initial appointment so that the departmental expectations and the faculty member's responsibilities in each department are transparent and equitable, particularly in the area of Service.

i. Ad-hoc interdepartmental arrangements

A faculty member whose principal appointment is in one department but who contributes to the teaching, service, or research and creative activity of a second department on an ad-hoc (non-contractually obligated) basis is entitled, upon the faculty member's request, to be reviewed for personnel actions with the participation of the second department. Upon the faculty member's request, the review file will be made available to the chairperson of the second department, and the chairperson of the second department shall write a letter of recommendation based on the reviewee's participation in that department. This letter shall be placed in the personnel file prior to the review of the case by the chair of the department of principal appointment.

12. The Dean of the College shall establish such guidelines and deadlines as shall be necessary to ensure uniformity, efficiency, and effectiveness in implementing the review and evaluation process. These guidelines, however, cannot create new policy but are restricted to administration of the current personnel policy. Such guidelines and any subsequent changes must be approved by the College personnel committee.

Section 2.3 - Promotion in Rank

A. Criteria for Promotion from Associate Professor to Professor

1. The candidate for promotion shall present evidence of having attained proficiency in teaching, research and creative activity, and service, and of superior achievement and recognition in at least one area and shall give promise of continuing performance at or above such levels.
2. All evaluations for promotion in rank shall take into consideration a faculty member's annual work plans during the period of review. Evaluation of research and creative activity shall include extramural evaluation.
3. Whenever used in this document, the word "proficient" shall have the meaning specified in Section 2.2.F.
4. Whenever used in this document, "superior achievement and recognition" shall be understood to mean "having attained distinction, as recognized by one's peers, in a particular situation, craft, or profession."

B. Procedures for Reviews and Evaluations for Promotion in Rank

1. Each faculty member shall be reviewed for promotion in rank according to procedures specified in Section 2.2.I.

Section 2.4 - Periodic Career Review

The College assumes that faculty will ordinarily discharge their professional responsibilities by proficient performance in the areas of teaching, research and creative activity, and service and in accordance with their annual work plan (AWP). The periodic career review process examines evidence and reviews compiled over a five-year cycle.

A. Faculty with Tenure

Tenured faculty members shall undergo career review after every fifth year of service. When the review period ends in a sabbatical (or other leave), the periodic career review shall be deferred until the next academic year. A promotion shall replace a periodic career review.

Within thirty days of a periodic career review that identifies areas of deficiency, a faculty member, in consultation with the Chair or the Dean, shall prepare a career development plan, acceptable to the Dean, to remedy deficiencies within one year unless the Dean approves a

longer period.

B. Periodic Career Review: Stage 1

1. Each department personnel document will include a statement of expectations for "proficient performance" by tenured faculty. This statement will form the basis for periodic career reviews. Statements will be reviewed by the Dean to insure consistency with the mission of the College. After approval, each department will submit the statement to the Arts and Sciences Personnel Committee.
2. Annual reviews, the documentation supporting them, and a current curriculum vitae will be used as the evidentiary basis for periodic career reviews. The department Chair will review the five prior annual reviews. If a faculty member has four or five satisfactory reviews, the department Chair will forward a positive recommendation to the Dean of the College.
3. If a faculty member has more than one unsatisfactory review during the five-year period, the Chair will inform the department personnel committee so that the Chair and the department personnel committee can identify problems. If the department personnel committee and Chair do not think that mitigating circumstances account for the deficiencies, they will recommend a Stage 2 review. The recommendations of the department personnel committee and Chair will be forwarded along with the summary of the review period to the College Personnel Committee. The documentation supporting the recommendation, for instance, annual review letters and the evidentiary base from which they were written, will be made available to the College Personnel Committee if requested. The College Personnel Committee will review materials and other requested documentation and forward their recommendation to the Dean.

C. Periodic Career Review: Stage 2

1. Stage 2 review will focus on tenured faculty who were selected for review during Stage 1. In general, the purpose of this review is to provide useful feedback and appropriate intervention and assistance to faculty members who have not met expected performance criteria.
2. The department Chair will inform those subject to Stage 2 review. The faculty member will compile a triptych containing detailed information pertinent to the review. This information will in all cases include: (1) an up-to-date curriculum vitae, (2) annual reviews and annual work agreements for the past five years; (3) Stage 1 documentation and recommendations. Other evidence may also be included by the faculty member or may be requested by any of the reviewing bodies. If requested by the faculty member or the department Chair, any materials may be sent out for extramural review, following all procedures in the Arts and Sciences Personnel Policy and the Dean's Guidelines.
3. The department personnel committee will review all documentation and reviews and make a recommendation to the department Chair. The department review must reflect the nature of the individual's field of work and must conform to fair and reasonable standards for performance. Also, in all cases, the College Personnel Committee should

- be provided with copies of department expectations for proficient performance.
4. The department review should identify strengths and weaknesses of the faculty member and define specific goals or outcomes that would help the faculty member improve. The faculty member then can review and rebut this recommendation. All documentation is then forwarded to the Chair. The Chair will respond in writing to the documentation provided by the department committee, and with the faculty member develop a specific plan to overcome deficiencies. This plan will specify expected outcomes and outline the activities that will be taken to correct deficiencies.
 5. All documentation will be forwarded to the Arts and Sciences Personnel Committee for review, and its recommendation that the plan be accepted, modified, or rejected will be sent to the Dean. The Dean will make the final decision regarding the plan. The evaluation process, including the approval of the plan by the Dean, shall be completed in thirty calendar days following identification of the deficiency.
 6. The faculty member will be given one year to satisfy the requirements of the plan, unless the Dean approves a longer period. If the faculty member completes the professional development plan, the faculty member shall then have one year to demonstrate satisfactory performance. The Dean shall institute another career review. A faculty member whose performance is judged unsatisfactory in this second review shall be subject to appropriate disciplinary action, which may include proceedings for termination.
 7. A faculty member can appeal this process, following all procedures outlined in The Redbook, Arts and Sciences Personnel Policy, and the Dean's Guidelines.

Article 3 - Conditions of Faculty Employment

Section 3.1 - Annual Work Plan and Presence at the University

- A. Before the opening of each academic year, each full-time faculty member of the College shall sign an Annual Work Plan which describes the distribution of effort planned for the academic year. This policy also applies to faculty on sabbatical leave. Annual Work Plans shall be initiated by the department where the faculty member holds primary appointment. In the case of joint appointments, the respective department Chairs will cooperate in the process. These agreements shall be negotiated between the faculty member and the department Chair(s). The agreements shall be subject to review and approval by the Dean. Disagreements between a faculty member and the Chair as to the proper allocation of effort shall be referred to the Dean for resolution. When circumstances require changes in the work plan, the faculty member and Chair shall file an amended plan, including an explanation of the changes, for the Dean's approval.

The Annual Work Plan provides the basis for evaluation of performance.

Annual Work Plans must be consistent with the missions and program needs of the College and the home department(s). Each full-time faculty member must account for 100 percent of his or her full workload. Normally, the allocation of effort is based on some combination of

teaching, research and creative activity, and service. Justification for allocations of effort shall include the listing of courses taught, committee assignments and professional projects. The distribution of effort shall be expressed on the Annual Work Plan in terms of percent of effort allocated to each activity. Normally, a three-credit hour course requires at least ten percent of annual effort' this standard shall be the basis for the allocation of effort for all activities. **Probationary** **Tenure-track** faculty are required to demonstrate broad proficiency in scholarship; thus, a minimum allocation of thirty percent is required in research and creative activity. All approved annual work plans shall respect both the individual faculty member's need to shape his or her own career and the College's various needs and shall accordingly permit the faculty member to perform various functions at different stages of his or her career.

Service, especially service on campus, is the duty of every faculty member. Participation in department meetings and college assemblies is assumed. Under normal circumstances, faculty are also expected to serve on department, college, and university committees.

B. Presence at the University

Although professional activities will require their absence from campus, College faculty are expected to be routinely available on campus to meet with their colleagues and their students. Faculty shall make themselves available to students by observing posted office hours, and by allowing students to arrange appointments at other mutually convenient times (See Code of Faculty Responsibilities, 2.25). The Dean may require college faculty to report two weeks before Fall classes begin and continue in actual attendance until two weeks after the end of the final examination period in the Spring except when an approved AWP provides otherwise.

Section 3.2 - Compensation

The standard faculty appointment is for ten months, hereinafter called the Academic Year. Faculty on ten-month appointments have the option of receiving their salaries in ten (10) equal installments (B-10: August through May), or twelve (12) equal installments (B12: July through June), each fiscal year. The standard administrative appointment is for twelve months (A12).

Section 3.3 - Work Outside the University

See Redbook Article 4.3.3.

Section 3.4 - Paid Tutoring

No one shall receive any compensation for tutoring students in a course in which that person is empowered to grant the student credit or over which he or she may exercise authority.

Section 3.5 - Sabbatical Leave

Sabbatical leaves will be subject to the provisions of the Redbook.

Article 4 - Resolution of Disagreements

See Redbook Article 4.4.

Article 5 - Termination of Service

See Redbook Article 4.5.

Article 6 - Personnel Documents

Criteria in department personnel policy statements shall be consistent with the College personnel policy. Departments that wish to specify additional requirements must receive approval from the College Personnel Committee and the Dean, but those requirements cannot contradict College policy.

Approved by Arts and Sciences Faculty Assembly: November 5, 1985

Approved by Board of Trustees: November 25, 1985

Approved by Arts and Sciences Faculty Assembly: July 1, 1990

Approved by Arts and Sciences Faculty Assembly, April 18, 1996

Approved by Faculty Senate: May 1, 1996

Approved by Board of Trustees: May 20, 1996

Approved by Arts and Sciences Faculty Assembly: March 18, 2002

Approved by Faculty Senate: April 9, 2002

Approved by Board of Trustees: April 22, 2002

Approved by Arts and Sciences Faculty Assembly: February 13, 2004

Approved by Board of Trustees: April 8, 2004

Approved by Arts and Sciences Faculty Assembly: April 18, 2008

Approved by Board of Trustees: November 13, 2008

Approved by Arts and Sciences Faculty Assembly: October 24, 2014

Approved by Faculty Senate: September 2, 2015

Approved by Board of Trustees: January 14, 2016

Approved by Arts and Sciences Faculty Assembly: November 20, 2020

Approved by Faculty Senate: January 13, 2021

Approved by Board of Trustees: April 22, 2021

Approved by Arts and Sciences Faculty Assembly: November 19, 2021

Approved by Faculty Senate: March 2, 2022

Approved by Board of Trustees: September 23, 2022

Approved by Arts and Sciences Faculty Assembly: January 27, 2023

Approved by Faculty Senate: July 5, 2023

Approved by Board of Trustees: December 14, 2023

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING THE BY-LAWS OF THE
COLLEGE OF ARTS AND SCIENCES

Academic & Student Affairs Committee – December 14, 2023
Executive & Compensation Committee – December 14, 2023

RECOMMENDATION:

The President recommends that the Board of Trustees approve the revised College of Arts and Sciences By-laws document in the form [attached](#) hereto.

BACKGROUND:

A summary of the requested revisions is [attached](#).

A red-lined version of revisions is also [attached](#).

The revised document has been approved by the faculty and recommended by the Dean of the College of Arts and Sciences.

The proposed changes were reviewed by the Office of the Provost and General Counsel. The Interim University Provost joins the President in making this recommendation.

COMMITTEE ACTION:

Passed X

Did Not Pass

Other

BOARD ACTION:

Passed X

Did Not Pass

Other

Assistant Secretary

___ Signature on file ___

Assistant Secretary

___ Signature on file ___

The College of Arts and Sciences

By-Laws

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Approved by Arts and Sciences Faculty Assembly: October 23, 2012

Approved by Faculty Senate: February 4, 2015

Approved by the President: March 9, 2015

Approved by Arts and Sciences Faculty Assembly: January 27, 2023

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THE COLLEGE OF ARTS AND SCIENCES

UNIVERSITY OF LOUISVILLE

OBJECTIVES OF THE COLLEGE OF ARTS AND SCIENCES

- A. To present and articulate the major elements of the human cultural heritage.
- B. To assist students in the development of exact, critical, and independent thinking and to provide them with an understanding of the nature of scholarship.
- C. To further the general education of students, with special emphasis on the recognition of all human values and of civic and international responsibilities.
- D. To enable students to acquire, through both their general and more specialized studies, a foundation for further personal and professional growth. This objective includes such preparation for careers as can legitimately be a part of the curriculum of a College of Arts and Sciences.
- E. To establish and maintain the College as a community of scholars and center of intellectual activity, promoting professional development of the faculty.

BY-LAWS OF THE COLLEGE OF ARTS AND SCIENCES

I. PURPOSE

These By-Laws provide for the organization and governance of the Faculty of the College of Arts and Sciences at the University of Louisville.

II. MEMBERSHIP

A. Kinds of Members

(1) Full-time Tenure-Track/Tenured Faculty Members

Such members of the faculty of the College of Arts and Sciences hold full-time tenured or tenure-track academic appointments in the University. These appointments may be of two kinds:

- a) sole appointments: a full-time academic appointment at the rank of tenure-track instructor or above in the College, with or without administrative duties
- b) joint appointments: a full-time academic appointment shared between the College and another unit, provided that the primary appointment is at the rank of tenure-track instructor or above in the College, with or without administrative duties.

(2) Full-time Term Faculty Members

Such members of the faculty of the College of Arts and Sciences shall meet the following criterion:

Full-time, non-tenure-track appointment in the College for a minimum of one academic year with the primary appointment at the rank of instructor (term) or above in the College, with or without administrative duties.

(3) Affiliated Full-time Faculty Members

Such members of the faculty of the College of Arts and Sciences shall meet the following criterion:

Full-time appointment for a minimum of one academic year in the University with the primary appointment in a unit other than the College of Arts and Sciences, provided that the appointment in the College is at the rank of instructor or above, with or without administrative duties.

B. Privileges of Members

(1) Full-time Tenure-Track/Tenured Faculty

Full-time tenure-track and tenured faculty members shall be entitled to vote in meetings of the Faculty Assembly and in College elections, to serve on college committees, and to represent the College in University bodies except where prohibited by other sections of these By-Laws. Full-time tenure-track and tenured faculty members shall be entitled to vote in meetings of their department, program, or division and to represent them in College and University bodies.

Full-time tenure-track and tenured faculty members with appointments in more than one department, program, or division shall be entitled to vote in the meetings of their primary department, program, or division and to represent them in College and University bodies. They shall have the same privileges in their secondary department, program, or division subject to the by-laws of that department, program, or division.

(2) Full-time Term Faculty

Full-time term faculty shall be entitled to vote in meetings of the Faculty Assembly and in College elections. Full-time term faculty members may be granted voting privileges in the by-laws of a department or program in which they hold an appointment. Should such by-laws permit, full-time term faculty may vote in chair elections, hiring decisions, and other personnel matters, including personnel policies, and may serve on their department's Personnel Committee. As per the Redbook, full-time term faculty cannot vote in tenure and promotion cases.

Full-time term faculty members may serve on College committees and represent the College in University bodies, unless prohibited by other sections of these By-Laws or by the definition of the composition of a specific committee in the Standing Rules.

(3) Affiliated Full-time Faculty

Affiliated full-time faculty shall be entitled to vote in meetings of the Faculty Assembly and in College elections. Affiliated full-time faculty may vote in meetings of their department, program, or division subject to the by-laws of the department or program.

III. THE FACULTY ASSEMBLY

All members of the College of Arts and Sciences as defined in Article II shall be voting members of the Faculty Assembly.

IV. STUDENT REPRESENTATION IN THE FACULTY ASSEMBLY

The Arts and Sciences Student Council is invited to elect one undergraduate student for a one-year term as a representative to Faculty Assembly meetings. Undergraduate representatives to the Faculty Assembly or to any College committee must be enrolled full-time and in good standing.

The Arts and Sciences representatives on the Graduate School Council are invited to elect one graduate student to a one-year term as representative to Faculty Assembly meetings. Graduate student representatives to the Faculty Assembly or to any College committee must be enrolled full-time and must be in good standing as defined by the Graduate School and making satisfactory progress toward a degree.

The student representatives to the Faculty Assembly shall have the right to vote on all matters before the assembly except personnel, budget, and faculty grievance.

V. PART-TIME LECTURER REPRESENTATION IN THE FACULTY ASSEMBLY

Arts and Sciences part-time lecturers are invited to elect two of their number to serve a one-year term as representatives to Faculty Assembly meetings. The part-time lecturer representatives to the Faculty Assembly shall have the right to vote on all matters before the assembly except personnel, budget, and faculty grievance.

VI. JURISDICTION OF THE FACULTY ASSEMBLY

As provided by *The Redbook* 3.3.2 the faculty of the College of Arts and Sciences functioning as the Faculty Assembly shall have general legislative powers over its own affairs including, but not limited to, admission requirements, curricula, instruction, examinations, personnel policy and procedures, collegiate structure, and recommendations through the President to the Board of Trustees for the granting of degrees.

VII. OFFICERS AND COMMITTEES OF THE FACULTY ASSEMBLY

A. Officers

At an election meeting in the spring semester of each academic year, the Faculty Assembly shall elect a chairperson and a parliamentarian to serve for the next year, commencing on August 15. In the absence of the chairperson, the parliamentarian shall preside at meetings of the Faculty Assembly. The presiding officer, at their discretion, may resolve a tie vote. The dean shall meet with and make an annual report to the Faculty Assembly as an officer of the College. The Faculty Assembly shall have a secretary and such other officers as it may require. An A&S staff member may serve as secretary of the Assembly.

A motion to remove an officer may be brought to the Assembly by the Committee on Committees. Officers can be removed by two-thirds majority of the Assembly.

B. Committees

The Faculty Assembly may create standing and *ad hoc* committees as it deems fit. Committees may recommend action as specified in their charges.

VIII. MEETINGS OF THE FACULTY ASSEMBLY

A. Meetings

At least one meeting of the Faculty Assembly must be called each semester of the academic year. Other meetings may be called at the request of the dean, or by written petition of fifteen (15) voting members of the Faculty Assembly. The assembly shall meet within 30 days after the receipt of the petition.

B. Notification

Notification of all meetings, together with an agenda, must be sent to all members of the Faculty Assembly by the Dean's Office and such notice shall be given at least five (5) working days prior to the time of meetings except in emergencies. Notification of the meeting also must be sent to the President of the University.

C. Quorum

The number of voting members (as defined in section II) required for a quorum is one-fourth of the total number of tenure-track and tenured faculty members of the College of Arts and Sciences as of August 15 of the current academic year.

D. Minutes

Minutes of all Faculty Assembly meetings shall be distributed by the Dean's Office to all members of the Faculty Assembly, to the Chairperson of the Faculty Senate, to the Office of the President, and to the University Archives.

E. Parliamentary Procedure

The conduct of Faculty Assembly meetings shall proceed according to the current edition of *Robert's Rules of Order* except as modified in the College Standing Rules. Modification of these rules must follow the procedures outlined in Section XI.

IX. ORGANIZATION OF THE COLLEGE OF ARTS AND SCIENCES

Administration and governance of the College shall be carried out by:

- (1) The Dean of the College
- (2) The chairs and committees of its divisions, departments, and programs.
- (3) The Faculty Assembly.
- (4) Committees mandated in these By-Laws.
- (5) Standing committees as may be established by the Faculty Assembly and specified in the Standing Rules

A. Responsibilities of the Dean

The dean of the College shall be appointed and reviewed under the provisions of *The Redbook* 3.2. The duties and responsibilities of the dean are enumerated in *The Redbook* 3.2.2. and in the position description in the addendum to these By-Laws.

B. College Committees

(1) Kinds of Committees

- a) Committees established in the College By-Laws
- b) Standing committees established by the Faculty Assembly

The composition, responsibilities, and method of election of standing committees will be defined by the Faculty Assembly when they are created.

- c) *Ad-hoc* committees

Ad-hoc committees may be created by the Faculty Assembly, the dean, or by a duly constituted college committee to serve specific purposes.

(2) General Committee Practices

a) Reporting

All college committees intending to bring actionable motions to the Assembly, except for those involving honors and awards, must circulate a draft of the text in a time sufficient for comment on and, if needed, revision and perfection of the language and substance of the proposal, viz. at least five (5) days prior to the notification of the meeting and publication of the agenda. In addition, Standing Committees shall make regular reports to the Faculty.

b) Challenges to Committee Decisions

Ordinary committee decisions stand unless challenged. Assembly meetings to consider committee decisions shall be called by the dean upon receipt of a written petition of fifteen (15) voting members of the Faculty Assembly. The petition must be presented within thirty (30) calendar days (during which the College shall have been in session) after the distribution of those decisions by published minutes.

C. Actions Reserved to the Faculty Assembly

The following actions by any committee shall require action at a Faculty Assembly meeting called specifically for that purpose:

- (1) Any action affecting the College Personnel Policy;
- (2) Any change in the allocation policy for salary increases;
- (3) Any decision which touches upon the role students should play in College grievance;
- (4) Any change in the department or program structure of the College;
- (5) Any change in the general education requirements for the College's baccalaureate programs;
- (6) Any change in the By-Laws of the College; and
- (7) Any change in the College Standing Rules

D. Committees Established in the College By-Laws or the College Standing Rules

Committees established and defined in these By-Laws may be abolished or altered only through the process of amendment of these By-Laws.

Both regular members and members on term appointments are eligible for election to the faculty seats on the committees as provided in this document and in the Standing Rules.

Nomination of faculty members to these committees will be made by the Committee on Committees as provided for in the College Standing Rules.

Elected members of these committees may not serve consecutive full terms on the same committee.

These committees are elected by the faculty by mail ballot or any mechanism determined by the faculty in the College Standing Rules.

When a vacancy occurs on these committees during the academic year, the Committee on Committees will fill the vacancy.

E. Ex Officio Members of Committees

The dean, or dean's designee, is an *ex officio*, non-voting, member of all college committees except as otherwise specified.

F. Elected Members of Decanal Search Committees

Arts and Sciences faculty representatives on a decanal search committee shall be elected by the faculty by mail ballot or any mechanism determined by the faculty in the College Standing Rules. Nominations for the search committee shall be made by the Committee on Committees in accordance with its regular procedures.

X. STRUCTURE OF THE COLLEGE OF ARTS AND SCIENCE

A. Divisions

In order to reflect the diversity of its faculty and the variety of its several departments and programs and for the sake of administrative convenience and of the orderly conduct of elections, the College has grouped its several departments and programs into divisions.

(1) Structure and Function

The full-time faculty of each division shall collectively be its governing body. They may establish committees or other appropriate machinery for transacting the business of the division, provided that the plan or organization results in one member of the division serving as chair. The chair is the responsible representative of the division to the Dean of the College. The authority of the divisional organization does not in any way limit the autonomy of the individual departments or program within that division.

(2) Responsibilities of Divisional Chairpersons

For divisions which offer academic programs, the chair shall prepare the annual budget; recommend personnel actions for persons whose primary appointments are in the division; recruit new members of the division in accordance with College personnel policy; administer policies established by the divisional faculty; staff divisional course offerings; develop the division's goals and mission statement; and perform other duties as established by the Redbook and College Personnel Policy. The chair of the division does not have executive powers over the chairs of faculty of departments or programs within that division.

The chair of divisions not offering academic programs shall administer policies established by the divisional faculty and carry out the applicable duties and responsibilities of chairpersons as established by the Redbook and College Personnel Policy.

(3) Selection and Review of Divisional Chairpersons

The chair shall have primary appointment with the division or one of its departments or programs. The divisional chair shall be elected by a process delineated in policies established by the divisional faculty and shall be reviewed by the process used to review department and program chairs.

B. Departments and Programs

The full-time faculty of each department shall collectively be its governing body. They may establish committees or other appropriate machinery for transacting the business of the department, provided that the plan or organization results in one member of the department serving as chair. The chair is the responsible representative to the Dean of the College.

C. Responsibilities, Selection, and Review of Chairpersons

The Chairpersons of the College shall be appointed and reviewed under the provisions of *The Redbook* 3.3.5. The duties and responsibilities of the chairpersons are enumerated in *The Redbook* 3.3.5C.

XI. AMENDMENT

- A. These By-Laws may be amended by the concurrence of two-thirds of the members of the Faculty Assembly, present and voting, provided that:
- B. A copy of the proposed amendment has been sent to each member of the Faculty before the meeting at which it is first considered;
- C. The motion to amend the By-Laws is then tabled for at least one week; and
- D. The amendment is approved in accordance with the provisions of *The Redbook*.

XII. ADOPTION

These By-Laws shall become effective when approved by two-thirds of the members of the Faculty Assembly, present and voting, after consideration at a regularly scheduled meeting, and when approved in accordance with the provisions of *The Redbook*.

Addendum

Position Description for the Dean of the College of Arts and Sciences

The Dean of the College of Arts and Sciences shall be responsible directly to the Office of the Executive Vice President and University Provost for the administration and efficient conduct of the educational programs of the College. The duties of the dean shall include the enforcement of policies and regulations adopted by the Board of Trustees, the President, the Provost, the University Faculty Senate, the University Assembly, and the Faculty Assembly of the College of Arts and Sciences. The dean shall be responsible for:

- Acting as the advocate for the College within the University and within the larger community;
- coordinating and integrating the work of the academic departments, and programs
- recommending a budget to the Provost;
- administering the approved budget;
- teaching and the improvement of instruction;
- recommending appointment, promotion, retention, and dismissal of faculty members;
- enrolling students; evaluating advanced standing credits; advising students; scheduling classes;
- providing such support as may be needed by college committees;
- supervising the conduct of students and appropriate student organizations;
- meeting or exceeding all compliance standards;
- writing the annual report of the College;
- and preparing other such documents as are required for the orderly administration of the College.

The dean shall also be responsible for all cooperative programs involving the College of Arts and Sciences and other units of the University. Within the framework of Chapter 6 of *The Redbook*, the dean shall have the power to discipline students for breach of academic conduct to the extent of suspension from the College.

**Summary of Requested Revisions to the
College of Arts and Sciences By-Laws**

**Board of Trustees meeting
December 14, 2023**

- Faculty appointment types have been changed to align with language used in Redbook and A&S personnel policy (“Regular Members” changed to “Full-time Tenure-Track/Tenured Faculty Members”; “Temporary Members” changed to “Full-time Term Faculty Members,” etc.).
- New language allows departments to grant voting rights to term faculty members in matters involving personnel actions and policies, with the exception of tenure and promotion cases.
- New language allows for an A&S staff member to serve as secretary of the A&S Faculty Assembly
- New language provides a mechanism for removing an officer of the A&S Faculty Assembly.
- New language clarifies the method for determining whether the A&S Faculty Assembly has a quorum
- New language points to another section of the bylaws for rules re: modifying the A&S Faculty Assembly’s use of parliamentary procedure.

The College of Arts and Sciences

By-Laws

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THE COLLEGE OF ARTS AND SCIENCES

UNIVERSITY OF LOUISVILLE

OBJECTIVES OF THE COLLEGE OF ARTS AND SCIENCES

- A. To present and articulate the major elements of the human cultural heritage.
- B. To assist students in the development of exact, critical, and independent thinking and to provide them with an understanding of the nature of scholarship.
- C. To further the general education of students, with special emphasis on the recognition of all human values and of civic and international responsibilities.
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- E. To establish and maintain the College as a community of scholars and center of intellectual activity, promoting professional development of the faculty.

BY-LAWS OF THE COLLEGE OF ARTS AND SCIENCES

I. PURPOSE

These By-Laws provide for the organization and governance of the Faculty of the College of Arts and Sciences at the University of Louisville.

II. MEMBERSHIP

A. Kinds of Members

(1) ~~Regular~~ Full-time Tenure-Track/Tenured Faculty Members ~~Members~~

~~Regular~~ Full-time ~~Such~~ members of the faculty of the College of Arts and Sciences hold full-time tenured or ~~probationary~~ tenure-track academic appointments in the University. These appointments may be of two kinds:

- a) sole appointments: a full-time academic appointment at the rank of tenure-track instructor or above in the College, with or without administrative duties
- b) joint appointments: a full-time academic appointment shared between the College and another unit, provided that the primary appointment is at the rank of tenure-track instructor or above in the College, with or without administrative duties.

(2) ~~Temporary Members~~ Full-time Term Faculty Members

~~Temporary~~ Full-time term faculty ~~Such~~ members of the faculty of the College of Arts and Sciences shall meet the following criterion:

Full-time, ~~temporary~~ non-tenure-track appointment in the College for a minimum of one academic year with the primary appointment at the rank of instructor (term) or above in the College, with or without administrative duties.

(3) ~~Associate Members~~ Affiliated Full-time Faculty Members

~~Associate~~ ~~Affiliated full-time faculty~~ ~~Such~~ members of the faculty of the College of Arts and Sciences shall meet the following criterion:

Full-time appointment for a minimum of one academic year in the University with the primary appointment in a unit other than the College of Arts and Sciences, provided that the appointment in the College is at the rank of instructor or above, with or without administrative duties.

B. Privileges of Members

(1) Full-time Tenure-Track/Tenured Faculty ~~Regular Members~~

~~Regular~~ Full-time tenure-track and tenured faculty members shall be entitled to vote in meetings of the Faculty Assembly and in College elections, to serve on College committees, and to represent the College in University bodies except where prohibited by other sections of these By-Laws. Full-time tenure-track and tenured faculty ~~Regular~~ members shall be entitled to vote in meetings of their department, program, or division and to represent them in College and University bodies.

Full-time tenure-track and tenured faculty ~~Regular~~ members with appointments in more than one department, program, or division shall be entitled to vote in the meetings of their primary department, program, or division and to represent them in College and University bodies. They

shall have the same privileges in their secondary department, program, or division subject to the by-laws of that department, program, or division.

(2) Full-time Term Faculty

~~•~~ ~~Temporary Members~~

~~Temporary Full-time term members~~ faculty shall be entitled to vote in meetings of the Faculty Assembly and in College elections. Full-time term faculty ~~Temporary~~ members may be granted voting privileges in the by-laws of a department or program in which ~~the primary appointment is held~~ they hold an appointment. Should such by-laws permit, full-time term faculty may vote in chair elections, hiring decisions, and other personnel matters, including personnel policies, and may serve on their department's Personnel Committee. As per the Redbook, full-time term faculty cannot vote ~~ion tenure and promotion cases. to vote on all matters except faculty personnel policies and actions.~~

Full-time term faculty ~~Temporary~~ members may serve on College committees and represent the College in University bodies, unless prohibited by other sections of these By-Laws or by the definition of the composition of a specific committee in the Standing Rules.

(2)(3) Associate Affiliated Full-time Faculty Members

~~Associate members~~ Affiliated full-time faculty shall be entitled to vote in meetings of the Faculty Assembly and in College elections. ~~Associate members~~ Affiliated full-time faculty may vote in meetings of their department, program, or division subject to the by-laws of the department or program.

III. THE FACULTY ASSEMBLY

All members of the College of Arts and Sciences as defined in Article II shall be voting members of the Faculty Assembly.

IV. STUDENT REPRESENTATION IN THE FACULTY ASSEMBLY

The Arts and Sciences Student Council is invited to elect one undergraduate student for a one-year term as a representative to Faculty Assembly meetings. Undergraduate representatives to the Faculty Assembly or to any College committee must be enrolled full-time and in good standing.

The Arts and Sciences representatives on the Graduate School Council are invited to elect one graduate student to a one-year term as representative to Faculty Assembly meetings. Graduate student representatives to the Faculty Assembly or to any College committee must be enrolled full-time and must be in good standing as defined by the Graduate School and making satisfactory progress toward a degree.

The student representatives to the Faculty Assembly shall have the right to vote on all matters before the assembly except personnel, budget, and faculty grievance.

V. PART-TIME LECTURER REPRESENTATION IN THE FACULTY ASSEMBLY

Arts and Sciences part-time lecturers are invited to elect two of their number to serve a one-year term as representatives to Faculty Assembly meetings. The part-time lecturer representatives to the Faculty Assembly shall have the right to vote on all matters before the assembly except personnel, budget, and faculty grievance.

VI. JURISDICTION OF THE FACULTY ASSEMBLY

As provided by *The Redbook* 3.3.2 the faculty of the College of Arts and Sciences functioning as the Faculty Assembly shall have general legislative powers over its own affairs including, but not limited to, admission requirements, curricula, instruction, examinations, personnel policy and procedures, collegiate structure, and recommendations through the President to the Board of Trustees for the granting of degrees.

VII. OFFICERS AND COMMITTEES OF THE FACULTY ASSEMBLY

A. Officers

At an election meeting in the spring semester of each academic year, the Faculty Assembly shall elect a chairperson and a parliamentarian to serve for the next year, commencing on August 15. In the absence of the chairperson, the parliamentarian shall preside at meetings of the Faculty Assembly. The presiding officer, at ~~his or her~~ their discretion, may resolve a tie vote. The dean shall meet with and make an annual report to the Faculty Assembly as an officer of the College. The Faculty Assembly shall have a secretary and such other officers as it may require. An A&S staff member may serve as secretary of the Assembly. ~~or other officers.~~

An actionable motion to remove an officer may be brought to the Assembly by the Committee on Committees. Officers can be removed by two-thirds majority of the Assembly.

B. Committees

The Faculty Assembly may create standing and *ad hoc* committees as it deems fit. Committees may recommend action as specified in their charges.

VIII. MEETINGS OF THE FACULTY ASSEMBLY

A. Meetings

At least one meeting of the Faculty Assembly must be called each semester of the academic year. Other meetings may be called at the request of the dean, or by written petition of fifteen (15) voting members of the Faculty Assembly. The assembly shall meet within 30 days after the receipt of the petition.

B. Notification

Notification of all meetings, together with an agenda, must be sent to all members of the Faculty Assembly by the Dean's Office and such notice shall be given at least five (5) working days prior to the time of meetings except in emergencies. Notification of the meeting also must be sent to the President of the University.

C. Quorum

The number of voting members (as defined in section II) required for a quorum is ~~A quorum shall consist of~~ one-fourth of the total number of ~~probationary-tenure-track~~ and tenured faculty members of the College of Arts and Sciences as of August 15 of the current academic year. ~~Full time term faculty in attendance count toward the required quorum.~~

D. Minutes

Minutes of all Faculty Assembly meetings shall be distributed by the Dean's Office to all members of the Faculty Assembly, to the Chairperson of the Faculty Senate, to the Office of the President, and to the University Archives.

E. Parliamentary Procedure

The conduct of Faculty Assembly meetings shall proceed according to the current edition of *Robert's Rules of Order* except as modified in the College Standing Rules. Modification of these rules must follow the procedures outlined in Section XI. ~~requires a two-thirds majority of the Assembly.~~

IX. ORGANIZATION OF THE COLLEGE OF ARTS AND SCIENCES

Administration and governance of the College shall be carried out by:

- (1) The Dean of the College
- (2) The chairs and committees of its divisions, departments, and programs.
- (3) The Faculty Assembly.
- (4) Committees mandated in these By-Laws.
- (5) Standing committees as may be established by the Faculty Assembly and specified in the Standing Rules

A. Responsibilities of the Dean

The dean of the College shall be appointed and reviewed under the provisions of *The Redbook* 3.2. The duties and responsibilities of the dean are enumerated in *The Redbook* 3.2.2. and in the position description in the addendum to these By-Laws.

B. College Committees

(1) Kinds of Committees

- a) Committees established in the College By-Laws
- b) Standing committees established by the Faculty Assembly

The composition, responsibilities, and method of election of standing committees will be defined by the Faculty Assembly when they are created.

- c) *Ad-hoc* committees

Ad-hoc committees may be created by the Faculty Assembly, the dean, or by a duly constituted college committee to serve specific purposes.

(2) General Committee Practices

a) Reporting

All college committees intending to bring actionable motions to the Assembly, except for those involving honors and awards, must circulate a draft of the text in a time sufficient for comment on and, if needed, revision and perfection of the language and substance of the proposal, viz. at least five (5) days prior to the notification of the meeting and publication of the agenda. In addition, Standing Committees shall make regular reports to the Faculty.

b) Challenges to Committee Decisions

Ordinary committee decisions stand unless challenged. Assembly meetings to consider committee decisions shall be called by the dean upon receipt of a written petition of fifteen (15) voting members of the Faculty Assembly. The petition must be presented within thirty (30) calendar days (during which the College shall have been in session) after the distribution of those decisions by published minutes.

C. Actions Reserved to the Faculty Assembly

The following actions by any committee shall require action at a Faculty Assembly meeting

called specifically for that purpose:

- (1) Any action affecting the College Personnel Policy;
- (2) Any change in the allocation policy for salary increases;
- (3) Any decision which touches upon the role students should play in College grievance;
- (4) Any change in the department or program structure of the College;
- (5) Any change in the general education requirements for the College's baccalaureate programs;
- (6) Any change in the By-Laws of the College; and
- (7) Any change in the College Standing Rules

D. Committees Established in the College By-Laws or the College Standing Rules

Committees established and defined in these By-Laws may be abolished or altered only through the process of amendment of these By-Laws.

Both regular members and members on term appointments are eligible for election to the faculty seats on the committees as provided in this document and in the Standing Rules.

Nomination of faculty members to these committees will be made by the Committee on Committees as provided for in the College Standing Rules.

Elected members of these committees may not serve consecutive full terms on the same committee.

These committees are elected by the faculty by mail ballot or any mechanism determined by the faculty in the College Standing Rules.

When a vacancy occurs on these committees during the academic year, the Committee on Committees will fill the vacancy.

E. *Ex Officio* Members of Committees

The dean, or dean's designee, is an *ex officio*, non-voting, member of all college committees except as otherwise specified.

F. Elected Members of Decanal Search Committees

Arts and Sciences faculty representatives on a decanal search committee shall be elected by the faculty by mail ballot or any mechanism determined by the faculty in the College Standing Rules. Nominations for the search committee shall be made by the Committee on Committees in accordance with its regular procedures.

X. STRUCTURE OF THE COLLEGE OF ARTS AND SCIENCE

A. Divisions

In order to reflect the diversity of its faculty and the variety of its several departments and programs and for the sake of administrative convenience and of the orderly conduct of elections, the College has grouped its several departments and programs into divisions.

(1) Structure and Function

The full-time faculty of each division shall collectively be its governing body. They may establish committees or other appropriate machinery for transacting the business of the division, provided that the plan or organization results in one member of the division serving as chair. The chair is the responsible representative of the division to the Dean of the College. The authority of the divisional organization does not in any way limit the autonomy of the individual departments or program within that division.

(2) Responsibilities of Divisional Chairpersons

For divisions which offer academic programs, the chair shall prepare the annual budget; recommend personnel actions for persons whose primary appointments are in the division; recruit new members of the division in accordance with College personnel policy; administer policies established by the divisional faculty; staff divisional course offerings; develop the division's goals and mission statement; and perform other duties as established by the Redbook and College Personnel Policy. The chair of the division does not have executive powers over the chairs of faculty of departments or programs within that division.

The chair of divisions not offering academic programs shall administer policies established by the divisional faculty and carry out the applicable duties and responsibilities of chairpersons as established by the Redbook and College Personnel Policy.

(3) Selection and Review of Divisional Chairpersons

The chair shall have primary appointment with the division or one of its departments or programs. The divisional chair shall be elected by a process delineated in policies established by the divisional faculty and shall be reviewed by the process used to review department and program chairs.

B. Departments and Programs

The full-time faculty of each department shall collectively be its governing body. They may establish committees or other appropriate machinery for transacting the business of the department, provided that the plan or organization results in one member of the department serving as chair. The chair is the responsible representative to the Dean of the College.

C. Responsibilities, Selection, and Review of Chairpersons

The Chairpersons of the College shall be appointed and reviewed under the provisions of *The Redbook* 3.3.5. The duties and responsibilities of the chairpersons are enumerated in *The Redbook* 3.3.5C.

XI. AMENDMENT

- A. These By-Laws may be amended by the concurrence of two-thirds of the members of the Faculty Assembly, present and voting, provided that:
 - B. A copy of the proposed amendment has been sent to each member of the Faculty before the meeting at which it is first considered
 - C. The motion to amend the By-Laws is then tabled for at least one week; and
 - D. The amendment is approved in accordance with the provisions of *The Redbook*.

XII. ADOPTION

These By-Laws shall become effective when approved by two-thirds of the members of the Faculty

Assembly, present and voting, after consideration at a regularly scheduled meeting, and when approved in accordance with the provisions of *The Redbook*.

Addendum

Position Description for the Dean of the College of Arts and Sciences

The Dean of the College of Arts and Sciences shall be responsible directly to the Office of the Executive Vice President and University Provost for the administration and efficient conduct of the educational programs of the College. The duties of the dean shall include the enforcement of policies and regulations adopted by the Board of Trustees, the President, the Provost, the University Faculty Senate, the University Assembly, and the Faculty Assembly of the College of Arts and Sciences. The dean shall be responsible for:

- Acting as the advocate for the College within the University and within the larger community;
- coordinating and integrating the work of the academic departments, and programs
- recommending a budget to the Provost;
- administering the approved budget;
- teaching and the improvement of instruction;
- recommending appointment, promotion, retention, and dismissal of faculty members;
- enrolling students; evaluating advanced standing credits; advising students; scheduling classes;
- providing such support as may be needed by college committees;
- supervising the conduct of students and appropriate student organizations;
- meeting or exceeding all compliance standards;
- writing the annual report of the College;
- and preparing other such documents as are required for the orderly administration of the College.

The dean shall also be responsible for all cooperative programs involving the College of Arts and Sciences and other units of the University. Within the framework of Chapter 6 of *The Redbook*, the dean shall have the power to discipline students for breach of academic conduct to the extent of suspension from the College.

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING THE BYLAWS DOCUMENT OF
THE BRANDEIS SCHOOL OF LAW

Academic & Student Affairs Committee – December 14, 2023
Executive & Compensation Committee – December 14, 2023

RECOMMENDATION:

The President recommends that the Board of Trustees approve the revised Brandeis School of Law Bylaws document in the form [attached](#) hereto.

BACKGROUND:

A summary of the requested revisions is [attached](#).

A red-lined version of revisions is also [attached](#).

The revised document has been approved by the Law School faculty and recommended by the Dean of the Brandeis School of Law.

The proposed changes were reviewed by the Office of the Provost and General Counsel. The Interim University Provost joins the President in making this recommendation.

COMMITTEE ACTION:

Passed _____
Did Not Pass _____
Other _____

Signature on file _____
Assistant Secretary

BOARD ACTION:

Passed _____
Did Not Pass _____
Other _____

Signature on file _____
Assistant Secretary

BYLAWS

Louis D. Brandeis School of Law University of Louisville

ARTICLE I.

These Bylaws are promulgated pursuant to *The Redbook* (sec. 3.3.4), and it is intended that these Bylaws shall be consistent also with the bylaws of the Association of American Law Schools, the American Bar Association Standards for Approval of Law Schools and with any applicable rules of the Supreme Court of Kentucky.

ARTICLE II.

The name of the school shall be the Louis D. Brandeis School of Law at the University of Louisville.

ARTICLE III. Law Faculty Membership

- A. The Law School Faculty shall consist of personnel in the Law School who are tenured professors or in the tenure track position as authorized by *The Redbook*.
 - 1. Law School Faculty hired to teach the first-year legal writing curriculum must continue in that appointment unless hired for an unrestricted appointment through the normal recruitment process for other full time tenure track appointments. Law School writing faculty, however, may teach additional subjects as deemed appropriate by the Associate Dean for Academic Affairs.
 - 2. Law School Faculty hired to teach clinical courses must continue in that appointment unless hired for an unrestricted appointment through the normal recruitment process for other full time tenure track appointments. Law School clinical faculty, however, may teach additional subjects as deemed appropriate by the Associate Dean for Academic Affairs.
- B. The Law Library Faculty shall consist of personnel in the Law Library who are tenured professors or in tenure track positions or in term positions requiring a professional degree.
- C. Visiting Faculty shall consist of personnel in the Law School hired to teach a specific course load on a non-tenure track, full term contract.
- D. Adjunct Faculty shall consist of personnel in the Law School hired to teach a specific course or courses on a non-full time, non-tenure track basis.
- E. Term Faculty shall consist of all personnel in the Law School who are hired on multi-year renewable non-tenure track term contracts.

- F. Emeritus Faculty shall consist of those retired Law School Faculty voted such status by a majority of the Law School Faculty members, upon motion of any member of the Law School Faculty. Emeritus Faculty members shall not have voting rights or official governance status, but may be appointed as nonvoting members of ad hoc committees.
- G. Unless otherwise noted, Law Faculty in this document includes only personnel described in Paragraphs III. A and B.

ARTICLE IV. Law School Governance

A. Law Faculty Responsibility.

Except for those areas enumerated below, or as specifically provided elsewhere, the Law School Faculty shall share general responsibility for determining policy of the Law School.

1. The Law School Faculty shall have responsibility for the selection, retention, reappointment, promotion, tenure, and periodic career review of Law School Faculty and Term Faculty pursuant to the Faculty Hiring Procedures as adopted by the Law School Faculty. These are available on the Law School's website. The Law School Faculty (acting as a whole or through committee) shall also approve Law School Faculty appointments as provided in *The Redbook*.
2. The Dean of the Law School, in consultation with the Faculty Appointments Committee, the Associate Dean for Academic Affairs and other appropriate faculty committees, shall have responsibility for the appointment of Visiting Faculty and Adjunct Faculty, at rank commensurate with education and experience. No such appointment, continuation or renewal thereof shall result in acquisition of tenure or implied renewal for subsequent periods.
3. The Law School Faculty shall have responsibility for curriculum; admissions policies; and academic standards for retention, advancement, and graduation of students.
4. The Law Library Faculty (acting as a whole or through committee) shall approve appointments to the Law Library Faculty. In addition, the appointment of the Law Librarian or any Law Faculty member whose duties are primarily assigned within the Law Library shall be made by a vote of the Law School Faculty and the Law Library Faculty acting as a unit, each person present having one vote. These approvals, if recommended by the Dean, shall be forwarded to the appropriate authorities as provided by *The Redbook*.
5. The Personnel Committee of the Law School Faculty shall make the initial recommendation concerning the retention, reappointment, and promotion of Law School Faculty members and Term Faculty members and the initial recommendation concerning advancement to tenure for Law School Faculty members.

The Personnel Committee of the Law Library Faculty shall make the initial recommendation concerning the retention and promotion of Law Library Faculty members and the advancement to tenure of any Law Library Faculty member in a tenure track position. Law Library Faculty who are members of the Law Library Personnel Committee shall participate with the Law School Faculty Personnel Committee in the discussion and determination concerning reappointment, retention, tenure, and promotion of the Law Librarian as a single unit, with each person present having one vote. These recommendations together with the Dean's own recommendation shall be submitted to the Office of the Provost and President for further consideration. The recommendation of the Dean shall be the recommendation of the unit with respect to reappointment, retention, promotion, and tenure.

6. The selection, appointment, retention, promotion and the awarding of tenure of the Law Librarian shall be by the same process as that of other Law School Faculty members except that the Law Library Faculty will participate as described in VI.B.4 and VI.B.5 above, and a recommendation from the University librarian shall also be obtained.
7. The Dean, the Law Librarian, the Law School Faculty, and the Law Library Faculty shall be responsible for determining the Law Library policies in accordance with the general legislative powers of the faculty. The Dean, as administrative head of the Law School including the Law Library, and the Law Librarian shall consult with the University librarian when appropriate.

B. Dean

1. The Dean of the Law School shall be the educational and administrative head of the school subject to the provisions of *The Redbook*. It shall be the obligation of the Dean to keep the administrative officers of the University, as required in *The Redbook*, and the Law Faculty fully informed concerning the educational and financial strength of the Law School and of its compliance with the accreditation standards of the American Bar Association and the Association of American Law Schools.

The Dean shall maintain a liaison with the alumni bench and bar and shall be responsible for fund raising activities for the Law School. The Dean, Law Faculty, and the Director of Continuing Legal Education (if one has been appointed) shall be responsible for all continuing legal education sponsored by the University of Louisville.

The Dean shall receive the recommendations of the Personnel Committee with respect to reappointment, retention, promotion, and tenure and forward them together with the Dean's own recommendation to the proper University officials. The Personnel Committee may elect to forward its recommendation separately.

The Dean shall be responsible for scheduling classes, administering the personnel policies concerning the staff and faculty, preparing a budget for submission to the Office of the President, and writing an annual report. The Dean shall have the power to discipline students for breach of conduct in academic matters, subject to

the provisions of *The Redbook*. The Dean shall be responsible for the certification of students to the Board of Bar Examiners.

The Dean shall also be responsible for such additional duties as may be suggested by the Board of Trustees, the Office of the President, or the Law Faculty.

2. The Dean of the Law School shall be appointed by the Board of Trustees, in accordance with applicable provisions of *The Redbook*. Before the appointment of a Dean, the Personnel Committee shall make a recommendation concerning the award of tenure as required by *The Redbook*. A Dean of the Law School shall be appointed only if qualified for and granted tenure at the time of appointment.

C. Law Librarian

The Law Librarian, under the administrative direction of the Dean, shall be responsible for implementing the library policy developed by the Dean, the Law Librarian, and the Law School Faculty and Law Library Faculty as outlined in these Bylaws, and for the efficient operation of the Law Library including development and maintenance of the Law Library, for furnishing library assistance to faculty and students, for the selection of acquisitions, and for the arrangement of materials. The Law Librarian shall keep the Dean and the faculty informed of the compliance of the Law Library with the accreditation standards of the Association of American Law Schools and the American Bar Association. The Law Librarian, under the administrative direction of the Dean, and in cooperation with the faculty, shall maintain a current written plan for implementation of Law Library support for the educational program of the Law School. Under the supervision of the Dean, the Law Librarian shall develop a budget for the Law Library to be included as part of and administered in the same manner as the budget of the Law School. The Law Librarian, under the administrative direction of the Dean and in cooperation with the Law Faculty, shall be responsible for the selection and retention of Law Library personnel.

ARTICLE V. Faculty Meetings

- A. The Law Faculty shall hold faculty meetings once a month during the academic year at a time and place announced by the Dean. Law School Faculty, Law Library Faculty and Term Faculty shall be eligible to participate and vote in meetings except as follows:
 1. Members of the Law Library Faculty, Visiting Faculty, Adjunct Faculty and Emeritus Faculty shall not be eligible to vote on matters concerning selections, reappointment, retention, promotion, or tenure of Law School Faculty; curriculum; admissions policies; academic standards for retention, advancement, and graduation of students; and academic performance of individual students. Term Faculty shall not be eligible to vote on matters concerning selections, reappointment, retention, promotion, or tenure of Law School Faculty. Members of the Law Library Faculty shall be eligible to participate and vote on the selection, reappointment, retention, promotion, or tenure of the Law Librarian and other Law Faculty with primary appointment in the Law Library.

2. Two law students, selected by the executive committee of the Student Bar Association at the beginning of each academic year, shall be entitled to participate and vote in faculty meetings, provided, however, that these student representatives shall not be eligible to participate or vote on matters concerning individual students or faculty members.
- B. The Dean shall preside at faculty meetings but may designate another Law Faculty member to preside at a faculty meeting, and in the absence of the Dean and designee, those voting members at the meeting may elect a faculty member to preside.
 - C. The Dean of the Law School may call additional meetings of the Law Faculty and shall be required to do so upon the written request of five members of the Law Faculty.
 - D. Minutes of all action taken by the Law Faculty shall be recorded by a secretary selected by the Law Faculty and shall be distributed in accordance with the rules of the University.
 - E. A quorum shall consist of a majority of Law Faculty, excluding those Law Faculty members on sabbatical or leave.

ARTICLE VI. Committees.

- A. Law School Committee Membership. Service is an essential component of a law school faculty member's duties. In determining committee assignments for each coming academic year, the Dean's Advisory Committee, after solicitation of preferences from eligible faculty and in consultation with the Dean as a shared responsibility, shall recommend Law School committee assignments to the voting faculty for approval by the last faculty meeting of the current academic year. Assistant and Associate Deans may be nonvoting ex officio members of a faculty committee. Associate Deans with faculty appointments, may be elected as regular, voting members of a faculty committee.
- B. The standing committees shall include: the Admissions Committee; the Academic Standards Committee; the Curriculum Committee; the Appointments Committee; the Dean's Advisory Committee; the Diversity, Equity, Inclusion, and Belonging Council; the Personnel Committee; and the Law Library Personnel Committee.
- C. Except where the membership or method of selecting a committee is otherwise specified by these Bylaws, the Law Faculty shall appoint and be responsible for determining the size and structure of standing unit committees, and such committees shall report to the Law Faculty and the Dean. Nothing in this provision shall preclude the Dean from appointing decanal ad hoc committees. The Law Faculty may delegate responsibility for selection of members for some or all of the standing committees to the Dean or to a committee. So far as practicable, membership of committees shall take account of gender representation and reflect the diversity of the law school community.
- D. The Personnel Committee of the Law School Faculty shall be composed of each full-time Law School Faculty member whose primary appointment is in the Law School and who is a tenured full professor. The operation of the Personnel Committee shall be in accordance with the personnel policies of the University as provided by *The Redbook* and with the personnel policies of the Law School Faculty. A quorum for Personnel

Committee meetings shall consist of two-thirds of the members of the Personnel Committee, including the Dean but excluding those on leave or sabbatical. Members on leave or sabbatical may attend and vote.

- E. The Personnel Committee of the Law Library Faculty shall be composed of each full-time Law Library Faculty member whose primary appointment is in the Law Library and who has been awarded tenure; the Law Librarian; and the Dean of the Law School. In addition, for promotion and tenure actions, the Dean shall appoint to the committee one full-time member of the Law School Faculty and one full-time member of the University Libraries faculty who are tenured. The operation of the Law Library Faculty Personnel Committee shall be in accordance with the personnel policies of the University as provided by *The Redbook* and with the personnel policies of the Law Library Faculty.
- F. If, in periodic career review for Law School Faculty, the Personnel Committee renders a finding that a tenured faculty member has not met the standard of Part V.B. of the Law School Personnel Policies for Appointment, Retention, Reappointment, Promotion, and Tenure, the reviewed faculty member may file a grievance in accordance with Article 4.4 of *The Redbook*.
- G. In any case where a tenured Law School Faculty member files a grievance against the Personnel Committee finding that the grievant has not met the standard of Part V.B. of the Law School Personnel Policies for Appointment, Retention, Reappointment, Promotion, and Tenure, the Personnel Committee shall, throughout, bear the burdens of going forward and of persuasion on every issue, whatever the issue may be, even if the issue embraces or arises from the grievant's defenses, if any, during a hearing before the Personnel Committee; and on any issue the Personnel Committee must prove its case with clear and convincing evidence.
- H. Admissions Committee. The Admissions Committee shall take the leadership position among the faculty in support of the Assistant Dean of Admissions in the process of recruitment of new students, including through participation in admissions events and communication with prospective students. As requested by the Assistant Dean of Admissions, the Admissions Committee will review applicant files and provide input and consultation on admission.
- I. Academic Standards Committee. The Academic Standards Committee shall have the primary responsibility for the development of those rules and regulations which are necessary for the academic integrity of the Law School. Matters including, but not limited to, class attendance, grading, testing, the correlation between grading and bar passage, and course evaluations, fall within the purview of the Academic Standards Committee. The committee shall make recommendations on such matters to the Law School Faculty to adopt or reject such recommendations. In addition, the committee shall have responsibility for deciding when and under what conditions a Brandeis Law student, not presently enrolled, may be readmitted to the law school, either as a new student or with advanced standing.

- J. Curriculum Committee. The Curriculum Committee shall have the delegated authority for making recommendations to the Law School Faculty for the maintenance and development of a sound curriculum, paying particular attention to ABA accreditation standards including those concerning learning outcomes and assessment. The Law School Faculty shall have the delegated responsibility to adopt and amend the curriculum.
- K. Appointments Committee. The Appointments Committee has advisory responsibility with the Dean for the recruitment of new Law School Faculty members. The committee shall recommend to the tenure-system faculty and the Dean the appointments of tenure-system faculty and term faculty. The tenure-system faculty shall have an advisory role to the Dean who makes recommendations to the Provost for appointment of probationary tenure-system and term faculty. The tenured Law School Faculty shall have an advisory role to the Dean, who makes recommendations to the Provost on the granting of tenure, at the time of hire or promotion. The Dean is charged to give great weight to the advice of the faculty. The committee is responsible for developing and implementing an effective process for the targeted recruitment of all tenure-system faculty with particular attention to diversity in hiring and to hiring persons with expertise in particular areas identified by the Curriculum Committee and who meet high standards of academic achievement.
- L. Dean's Advisory Committee. The Dean's Advisory Committee ("DAC") shall consist of at least five faculty members. DAC members for the coming academic year shall be elected no later than the March faculty meeting of the current academic year. The DAC may advise the Dean on a broad array of matters relating to the law school including policies and procedures, budget, and strategic planning. To facilitate continuity, DAC members may be elected to serve up to four annual terms; however, to also ensure broad participation, any DAC member who has served four consecutive terms must take at least one year off before serving again on the DAC.
- M. Diversity, Equity, Inclusion, and Belonging Council ("DEIB Council;" previously Diversity Committee). The Diversity, Equity, Inclusion, and Belonging Council ("DEIB Council") is advisory to the Dean and includes faculty and staff members as well as at least six student representatives, who will apply for membership. The DEIB Council will recommend any relevant policy or process changes to the Dean who will help facilitate the appropriate governance actions to implement any new policies or directives. The DEIB Council will also work closely with the Assistant Director for Diversity & Community Engagement.
- N. The Student Academic Grievance Committee. If a complaint is initiated under *Redbook* Sec. 6.8, the Dean shall appoint a Student Academic Grievance Committee made of four members of the Law Faculty and one student selected in consultation with the Student Bar Association. The Dean shall also select the chair of the committee.
- O. Brandeis School of Law Ad Hoc Committees. The DAC, in consultation with the Dean, will convene ad hoc committees as needed.

- P. University Committees. Brandeis School of Law participates in University academic governance through representation on University committees. University committee assignments shall be recommended to the voting faculty for approval in time to be consistent with University practices.

ARTICLE VII.

Any individual or group, other than the Personnel Committees, may delegate authority under these Bylaws to any other individual, committee, or subcommittee; provided, however, that voting by proxy shall not be permitted.

ARTICLE VIII. Rules of Order.

The latest edition of Robert's Rules of Order (Revised) shall govern the conduct of faculty meetings of the Law School in all cases in which they are not inconsistent with these Bylaws or the rules of the Law School.

ARTICLE IX. Amendment to the Bylaws.

These Bylaws may be amended by a majority vote of the Law Faculty, subject to approval by the Board of Trustees. Any proposal for amending these Bylaws shall be distributed to Law Faculty not less than seven days prior to the faculty meeting at which the change will be considered.

These bylaws were adopted by the faculty of the University of Louisville School of Law on June 15, 1978.
Amended by the Law Faculty December 1980, April 4, 1983, April 21, 1983
Ratified by the Law Faculty on May 17, 1983
Amended September 10, 1985, October 21, 1985, December 1985, May 8, 1986
Approved by the Board of Trustees: October 27, 1986
Amended April 9, 1990
Approved by the President: December 5, 1990
Adopted by the Law Faculty on April 25, 1995; Revised on October 23, 1995
Approved by the Board of Trustees: November 27, 1995
Amended by the Law Faculty: November 15, 1999; May 8, 2006; and May 10, 2011
Approved by the Board of Trustees: September 8, 2011
Amended by the Law Faculty April 17, 2018
Approved by the President: April 24, 2019
Amended by the Law Faculty February 21, 2023, and April 11, 2023
Approved by Faculty Senate: October 4, 2023
Approved by the Board of Trustees: December 14, 2023

Brandeis School of Law Bylaws Revisions Summary of Requested Changes

A quick summary of the revisions is as follows:

First, to help with both hiring and retention, we codified our de facto practice to provide that faculty hired to teach the first-year legal writing curriculum and those hired to teach clinical courses “*may teach additional subjects as deemed appropriate by the Associate Dean for Academic Affairs.*”

Second, we updated our committee structure which had not been updated in several decades. By revising our committee structure, we were able to both eliminate redundant committees and ensure we maintain essential standing committees. As noted in the Bylaws, the “charge” of each standing committee is articulated to provide a greater foundation for each committee’s work. The new Standing Committees shall include: the Academic Standards Committee; the Admissions Committee; the Curriculum Committee; the Appointments Committee; the Dean’s Advisory Committee; the Diversity, Equity, Inclusion, and Belonging Council; the Personnel Committee; and the Law Library Personnel Committee.

BYLAWS
Louis D. Brandeis School of Law
University of Louisville

ARTICLE I.

These Bylaws are promulgated pursuant to *The Redbook* (sec. 3.3.4) and it is intended that these Bylaws shall be consistent also with the bylaws of the Association of American Law Schools, the American Bar Association Standards for Approval of Law Schools and with any applicable rules of the Supreme Court of Kentucky.

ARTICLE II.

The name of the school shall be the Louis D. Brandeis School of Law at the University of Louisville.

ARTICLE III. Law Faculty Membership

- A. The Law School Faculty shall consist of personnel in the Law School who are tenured professors or in the tenure track position as authorized by *The Redbook*.
 - 1. Law School Faculty hired to teach the first-year legal writing curriculum must continue in that appointment unless hired for an unrestricted appointment through the normal recruitment process for other full time tenure track appointments. [Law School writing faculty, however, may teach additional subjects as deemed appropriate by the Associate Dean for Academic Affairs.](#)
 - 2. Law School Faculty hired to teach clinical courses must continue in that appointment unless hired for an unrestricted appointment through the normal recruitment process for other full time tenure track appointments. [Law School clinical faculty, however, may teach additional subjects as deemed appropriate by the Associate Dean for Academic Affairs.](#)
- B. The Law Library Faculty shall consist of personnel in the Law Library who are tenured professors or in tenure track positions or in term positions requiring a professional degree.
- C. Visiting Faculty shall consist of personnel in the Law School hired to teach a specific course load on a non-tenure track, full term contract, ~~pursuant to Article IV.A.2.~~
- D. Adjunct Faculty shall consist of personnel in the Law School hired to teach a specific course or courses on a non-full time, non-tenure track basis, ~~pursuant to Article IV.A.2.~~
- E. Term Faculty shall consist of all personnel in the Law School who are hired on multi-year renewable non-tenure track term contracts, ~~pursuant to Article IV.A.1 and 2.~~
- F. Emeritus Faculty shall consist of those retired Law School Faculty voted such status by a majority of the Law School Faculty members, upon motion of any member of the Law

School Faculty. Emeritus Faculty members shall not have voting rights or official governance status, but may be appointed as nonvoting members of ad hoc committees.

- G. Unless otherwise noted, Law Faculty in this document includes only personnel described in Paragraphs III. A and B.

ARTICLE IV. Law School Governance

A. Law Faculty Responsibility.

Except for those areas enumerated below, or as specifically provided elsewhere, the Law School Faculty shall share general responsibility for determining policy of the Law School.

1. The Law School Faculty shall have responsibility for the selection, retention, reappointment, promotion, tenure, and periodic career review of Law School Faculty and Term Faculty pursuant to the Faculty Hiring Procedures as adopted by the Law School Faculty ~~on November 23, 1999, and as amended from time to time~~. These are available on the Law School's website. The Law School Faculty (acting as a whole or through committee) shall also approve Law School Faculty appointments as provided in *The Redbook* ~~(See 3.3.1)~~.
2. The Dean of the Law School, in consultation with the Faculty [Appointments Recruitment](#) Committee, the Associate Dean for Academic Affairs and other appropriate faculty committees, shall have responsibility for the appointment of Visiting Faculty and Adjunct Faculty, at rank commensurate with education and experience, ~~pursuant to the Faculty Hiring Procedures as adopted by the Law School Faculty on November 23, 1999, and as amended from time to time~~. No such appointment, continuation or renewal thereof shall result in acquisition of tenure or implied renewal for subsequent periods.
3. The Law School Faculty shall have responsibility for curriculum; admissions policies; and academic standards for retention, advancement, and graduation of students.
4. The Law Library Faculty (acting as a whole or through committee) shall approve appointments to the Law Library Faculty. In addition, the appointment of the Law Librarian or any Law Faculty member whose duties are primarily assigned within the Law Library shall be made by a vote of the Law School Faculty and the Law Library Faculty acting as a unit, each person present having one vote. These approvals, if recommended by the Dean, shall be forwarded to the appropriate authorities as provided by *The Redbook*.
5. The Personnel Committee of the Law School Faculty shall make the initial recommendation concerning the retention, reappointment, and promotion of Law School Faculty members and Term Faculty members and the initial recommendation concerning advancement to tenure for Law School Faculty members.

The Personnel Committee of the Law Library Faculty shall make the initial recommendation concerning the retention and promotion of Law Library Faculty members and the advancement to tenure of any Law Library Faculty member in a

tenure track position. Law Library Faculty who are members of the Law Library Personnel Committee shall participate with the Law School Faculty Personnel Committee in the discussion and determination concerning reappointment, retention, tenure, and promotion of the Law Librarian as a single unit, with each person present having one vote. These recommendations ~~with the other materials contemplated by *The Redbook* (Sees. 2.5.2 and 4.1.5.G.4) in promotion and tenure~~ ~~eases~~ together with the Dean's own recommendation shall be submitted to the Office of the Provost and President for further consideration. The recommendation of the Dean shall be the recommendation of the unit with respect to reappointment, retention, promotion, and tenure. ~~(*The Redbook* See 4.2.1.C.1).~~

6. The selection, appointment, retention, promotion and the awarding of tenure of the Law Librarian shall be by the same process as that of other Law School Faculty members except that the Law Library Faculty will participate as described in VI.B.4 and VI.B.5 above, and a recommendation from the University librarian shall also be obtained. ~~(*The Redbook* §§ 3.1.1, 4.1.5.G.3.b, 4.2.1.C.3.b, all as revised 9/27/82).~~
7. The Dean, the Law Librarian, the Law School Faculty and the Law Library Faculty shall be responsible for determining the Law Library policies in accordance with the general legislative powers of the faculty. ~~(*The Redbook* § 3.1.1 as revised 9/27/82, § 3.3.2).~~ The Dean, as administrative head of the Law School including the Law Library, and the Law Librarian shall consult with the University librarian when appropriate.

B. Dean

1. The Dean of the Law School shall be the educational and administrative head of the school subject to the provisions of *The Redbook*. It shall be the obligation of the Dean to keep the administrative officers of the University, as required in *The Redbook*, and the Law Faculty fully informed concerning the educational and financial strength of the Law School and of its compliance with the accreditation standards of the American Bar Association and the Association of American Law Schools.

The Dean shall maintain a liaison with the alumni bench and bar and shall be responsible for fund raising activities for the Law School. The Dean, Law Faculty, and the Director of Continuing Legal Education (if one has been appointed) shall be responsible for all continuing legal education sponsored by the University of Louisville.

The Dean shall receive the recommendations of the Personnel Committee with respect to reappointment, retention, promotion, and tenure and forward them together with the Dean's own recommendation to the proper University officials. The Personnel Committee may elect to forward its recommendation separately.

The Dean shall be responsible for scheduling classes, administering the personnel policies concerning the staff and faculty, preparing a budget for submission to the Office of the President, and writing an annual report. The Dean shall have the power to discipline students for breach of conduct in academic matters, subject to

the provisions of *The Redbook*. The Dean shall be responsible for the certification of students to the Board of Bar Examiners.

The Dean shall also be responsible for such additional duties as may be suggested by the Board of Trustees, the Office of the President, or the Law Faculty.

2. The Dean of the Law School shall be appointed by the Board of Trustees, in accordance with applicable provisions of *The Redbook*. Before the appointment of a Dean, the Personnel Committee shall make a recommendation concerning the award of tenure as required by *The Redbook*. A Dean of the Law School shall be appointed only if qualified for and granted tenure at the time of appointment.

C. Law Librarian

The Law Librarian, under the administrative direction of the Dean, shall be responsible for implementing the library policy developed by the Dean, the Law Librarian, and the Law School Faculty and Law Library Faculty as outlined in these Bylaws, and for the efficient operation of the Law Library including development and maintenance of the Law Library, for furnishing library assistance to faculty and students, for the selection of acquisitions, and for the arrangement of materials. The Law Librarian shall keep the Dean and the faculty informed of the compliance of the Law Library with the accreditation standards of the Association of American Law Schools and the American Bar Association. The Law Librarian, under the administrative direction of the Dean, and in cooperation with the faculty, shall maintain a current written plan for implementation of Law Library support for the educational program of the Law School. Under the supervision of the Dean, the Law Librarian shall develop a budget for the Law Library to be included as part of and administered in the same manner as the budget of the Law School. The Law Librarian, under the administrative direction of the Dean and in cooperation with the Law Faculty, shall be responsible for the selection and retention of Law Library personnel. ~~When a Law Librarian holding faculty rank in the Law Library Faculty is reviewed by the Law School, a recommendation from the University Librarian shall also be obtained (*The Redbook* Secs. 4.1.5.G.3.b. and 4.2.C.3.b).~~

ARTICLE V. Faculty Meetings

- A. The Law Faculty shall hold faculty meetings once a month during the academic year at a time and place announced by the Dean. Law School Faculty, Law Library Faculty and Term Faculty shall be eligible to participate and vote in meetings except as follows:
 1. Members of the Law Library Faculty, Visiting Faculty, Adjunct Faculty and Emeritus Faculty shall not be eligible to vote on matters concerning selections, reappointment, retention, promotion, or tenure of Law School Faculty; curriculum; admissions policies; academic standards for retention, advancement, and graduation of students; and academic performance of individual students. Term Faculty shall not be eligible to vote on matters concerning selections, reappointment, retention, promotion, or tenure of Law School Faculty. Members of the Law Library Faculty shall be eligible to participate and vote on the selection, reappointment, retention, promotion, or tenure of the Law Librarian and other Law Faculty with primary appointment in the Law Library.

2. Two law students, selected by the executive committee of the Student Bar Association at the beginning of each academic year, shall be entitled to participate and vote in faculty meetings, provided, however, that these student representatives shall not be eligible to participate or vote on matters concerning individual students or faculty members.
- B. The Dean shall preside at faculty meetings but may designate another Law Faculty member to preside at a faculty meeting, and in the absence of the Dean and designee, those voting members at the meeting may elect a faculty member to preside.
 - C. The Dean of the Law School may call additional meetings of the Law Faculty and shall be required to do so upon the written request of five members of the Law Faculty.
 - D. Minutes of all action taken by the Law Faculty shall be recorded by a secretary selected by the Law Faculty and shall be distributed in accordance with the rules of the University.
 - E. A quorum shall consist of a majority of Law Faculty, excluding those Law Faculty members on sabbatical or leave.

ARTICLE VI. Committees.

A. Law School Committee Membership. Service is an essential component of a law school faculty member's duties. In determining committee assignments for each coming academic year, the Dean's Advisory Committee, after solicitation of preferences from eligible faculty and in consultation with the Dean as a shared responsibility, shall recommend Law School committee assignments to the voting faculty for approval by the last faculty meeting of the current academic year. Assistant and Associate Deans may be nonvoting ex officio members of a faculty committee. Associate Deans with faculty appointments, may be elected as regular, voting members of a faculty committee.

~~A.B.~~ The following shall be standing committees shall include: ~~of the Law School: the Admissions Committee; the Academic Standards Committee; the Curriculum Committee; the Appointments Committee; the Dean's Advisory Committee; the Diversity, Equity, Inclusion, and Belonging Council; the Personnel Committee; and the Law Library Personnel Committee.; Economic Welfare; International Law Opportunities; Advising, Reinstatement and Probation; Student Grievance; Library; Strategic Planning and Personnel.~~

~~B.C.~~ Except where the membership or method of selecting a committee is otherwise specified by these Bylaws, the Law Faculty shall appoint and be responsible for determining the size and structure of standing unit committees, and such committees shall report to the Law Faculty and the Dean. Nothing in this provision shall preclude the Dean from appointing decanal ad hoc committees. The Law Faculty may delegate responsibility for selection of members for some or all of the standing committees to the Dean or to a committee. So far as practicable, membership of committees shall take account of gender representation and reflect the diversity of the law school community.

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~~C~~.D. The Personnel Committee of the Law School Faculty shall be composed of each full-time Law School Faculty member whose primary appointment is in the Law School and who is a tenured full professor. The operation of the Personnel Committee shall be in accordance with the personnel policies of the University as provided by *The Redbook* and with the personnel policies of the Law School Faculty. A quorum for Personnel Committee meetings shall consist of two-thirds of the members of the Personnel Committee, including the Dean but excluding those on leave or sabbatical. Members on leave or sabbatical may attend and vote.

~~D~~.E. The Personnel Committee of the Law Library Faculty shall be composed of ~~at least six members:~~ each full-time Law Library Faculty member whose primary appointment is in the Law Library and who has been awarded tenure; the Law Librarian; and the Dean of the Law School. In addition, for promotion and tenure actions, the Dean shall appoint to the committee one, and two full-time members of the Law School Faculty and one full-time member of the University Libraries faculty who are tenured, who are currently serving on the Library Committee and who are members of the Law School Faculty Personnel Committee. In addition, if there are fewer than two tenured members of the Law Library Faculty, the Dean shall each year appoint to the committee full-time members of the University libraries who are tenured, so that the total number of librarians represented on the committee shall total no fewer than two. The operation of the Law Library Faculty Personnel Committee shall be in accordance with the personnel policies of the University as provided by *The Redbook* and with the personnel policies of the Law Library Faculty.

~~E. A quorum for Personnel Committee meetings shall consist of two-thirds of the members of the Personnel Committee, including the Dean but excluding those on leave of sabbatical. Members on leave or sabbatical may attend and vote.~~

F. If, in periodic career review for Law School Faculty, the Personnel Committee renders a finding that a tenured faculty member has not met the standard of Part V.B. of the Law School Personnel Policies for Appointment, Retention, Reappointment, Promotion, and Tenure, the reviewed faculty member may file a grievance in accordance with Article 4.4 of *The Redbook*.

G. In any case where a tenured Law School Faculty member files a grievance against the Personnel Committee finding that the grievant has not met the standard of Part V.B. of the Law School Personnel Policies for Appointment, Retention, Reappointment, Promotion, and Tenure, the Personnel Committee shall, throughout, bear the burdens of going forward and of persuasion on every issue, whatever the issue may be, even if the issue embraces or arises from the grievant's defenses, if any, during a hearing before the Personnel Committee; and on any issue the Personnel Committee must prove its case with clear and convincing evidence.

H. Admissions Committee. -The Admissions Committee shall take the leadership position among the faculty in support of the Assistant Dean of Admissions in the process of recruitment of new students, including through participation in admissions events and communication with prospective students. As requested by the Assistant Dean of Admissions, the Admissions Committee will review applicant files and provide input and consultation on admission.

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I. Academic Standards Committee. The Academic Standards Committee shall have the primary responsibility for the development of those rules and regulations which are necessary for the academic integrity of the Law School. Matters including, but not limited to, class attendance, grading, testing, the correlation between grading and bar passage, and course evaluations, fall within the purview of the Academic Standards Committee. The committee shall make recommendations on such matters to the Law School Faculty to adopt or reject such recommendations. In addition, the committee shall have responsibility for deciding when and under what conditions a Brandeis Law student, not presently enrolled, may be readmitted to the law school, either as a new student or with advanced standing.

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J. Curriculum Committee. The Curriculum Committee shall have the delegated authority for making recommendations to the Law School Faculty for the maintenance and development of a sound curriculum, paying particular attention to ABA accreditation standards including those concerning learning outcomes and assessment. The Law School Faculty shall have the delegated responsibility to adopt and amend the curriculum.

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K. Appointments Committee. The Appointments Committee has advisory responsibility with the Dean for the recruitment of new Law School Faculty members. The committee shall recommend to the tenure-system faculty and the Dean the appointments of tenure-system faculty and term faculty. The tenure-system faculty shall have an advisory role to the Dean who makes recommendations to the Provost for appointment of probationary tenure-system and term faculty. The tenured Law School Faculty shall have an advisory role to the Dean, who makes recommendations to the Provost on the granting of tenure, at the time of hire or promotion. The Dean is charged to give great weight to the advice of the faculty. The committee is responsible for developing and implementing an effective process for the targeted recruitment of all tenure-system faculty with particular attention to diversity in hiring and to hiring persons with expertise in particular areas identified by the Curriculum Committee and who meet high standards of academic achievement.

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L. Dean's Advisory Committee. The Dean's Advisory Committee ("DAC") shall consist of at least five faculty members. DAC members for the coming academic year shall be elected no later than the March faculty meeting of the current academic year. The DAC may advise the Dean on a broad array of matters relating to the law school including policies and procedures, budget, and strategic planning. To facilitate continuity, DAC members may be elected to serve up to four annual terms; however, to also ensure broad participation, any DAC member who has served four consecutive terms must take at least one year off before serving again on the DAC.

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M. Diversity, Equity, Inclusion, and Belonging Council ("DEIB Council"; previously Diversity Committee). The Diversity, Equity, Inclusion, and Belonging Council ("DEIB Council") is advisory to the Dean and includes faculty and staff members as well as at least six student representatives, who will apply for membership. The DEIB Council will recommend any relevant policy or process changes to the Dean who will help facilitate

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the appropriate governance actions to implement any new policies or directives. The DEIB Council will also work closely with the Assistant Director for Diversity & Community Engagement.

N. The Student Academic Grievance Committee. If a complaint is initiated under Redbook Sec. 6.8, the Dean shall appoint a Student Academic Grievance Committee made of four members of the Law Faculty and one student selected in consultation with the Student Bar Association. The Dean shall also select the chair of the committee.

O. Brandeis School of Law Ad Hoc Committees. The DAC, in consultation with the Dean, will convene ad hoc committees as needed.

P. University Committees. Brandeis School of Law participates in University academic governance through representation on University committees. University committee assignments shall be recommended to the voting faculty for approval in time to be consistent with University practices.

~~G.~~

~~H. The Student Grievance Committee shall be composed of five members selected as follows: one student selected by the Student Bar Association and four Law Faculty members appointed by the Dean of the Law School. The Dean shall select the chair of the committee. In a situation where the student member is involved in the grievance or removed because of challenge, the Student Bar Association shall appoint an alternate student member for that grievance. When a faculty member of the committee is involved in the grievance or removed because of challenge, the Dean of the Law School shall appoint an alternate faculty member to serve on the committee for that grievance.~~

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ARTICLE VII.

Any individual or group, other than the Personnel Committees, may delegate authority under these Bylaws to any other individual, committee, or subcommittee; provided, however, that voting by proxy shall not be permitted.

ARTICLE VIII. Rules of Order.

The latest edition of Robert's Rules of Order (Revised) shall govern the conduct of faculty meetings of the Law School in all cases in which they are not inconsistent with these Bylaws or the rules of the Law School.

ARTICLE IX. Amendment to the Bylaws.

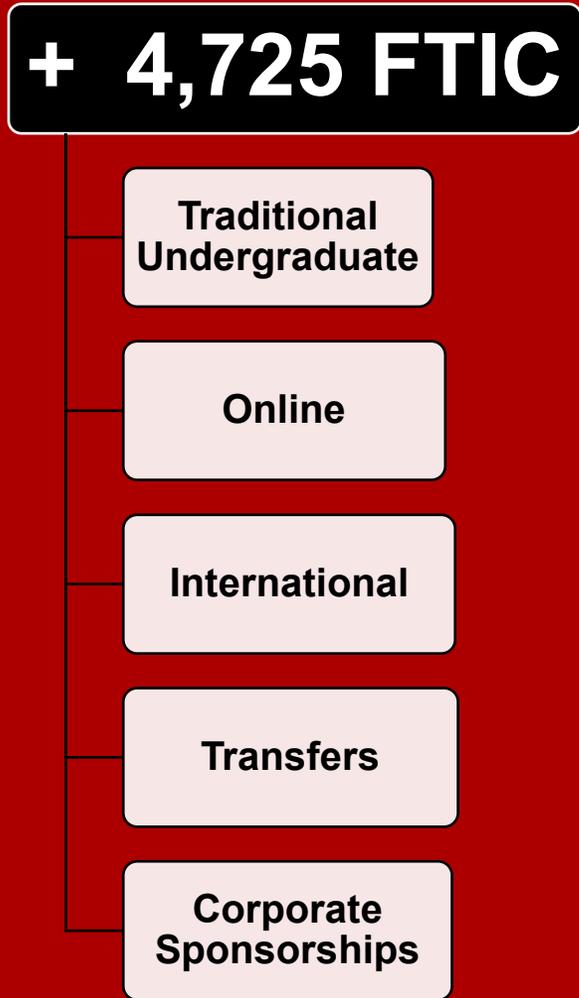
These Bylaws may be amended by a majority vote of the Law Faculty, subject to approval by the Board of Trustees. Any proposal for amending these Bylaws shall be distributed to Law Faculty not less than seven days prior to the faculty meeting at which the change will be considered.

These bylaws were adopted by the faculty of the University of Louisville School of Law on June 15, 1978.
Amended by the Law Faculty December 1980, April 4, 1983, April 21, 1983
Ratified by the Law Faculty on May 17, 1983
Amended September 10, 1985, October 21, 1985, December 1985, May 8, 1986
Approved by the Board of Trustees: October 27, 1986
Amended April 9, 1990
Approved by the President: December 5, 1990
Adopted by the Law Faculty on April 25, 1995; Revised on October 23, 1995
Approved by the Board of Trustees: November 27, 1995
Amended by the Law Faculty: November 15, 1999; May 8, 2006; and May 10, 2011
Approved by the Board of Trustees: September 8, 2011
Amended by the Law Faculty April 17, 2018
Approved by the President: April 24, 2019
[-Amended by the Law Faculty February 21, 2023 and April 11, 2023](#)
[Approved by Faculty Senate: October 4, 2023](#)
[Approved by the Board of Trustees: December 14, 2023](#)



Provost Report
BOT Committees Meeting
December 14, 2023

5-YEAR ENROLLMENT PLAN



Current Progress and Predictions of 6-Yr Graduation Rate

Cohort	Grad Year	Y1	Y1-Y2	Y1-Y3	Y1-Y4	Y1-Y5	Y1-Y6	Y6 Prediction A	Y6 Prediction B
2017	2023	100%	80.30%	70.20%	68.10%	64.70%	63.30%	60.58% 60.5%**	60.00%
2018	2024	100%	80.10%	71.40%	67.00%	63.70%	61.26%	58.82%	59.70%
2019	2025	100%	80.90%	70.60%	63.90%	61.46%	59.02%	56.58%	56.80%
2020	2026	100%	76.60%	66.40%	64.21% 59.55%	61.77%	59.33%	56.89%	55.50%
2021	2027	100%	78.20%	68.24% 67.63%	65.80%	63.36%	60.92%	58.48%	57.30%
2022	2028	100%	*80.00% 80.45%	70.04%	67.60%	65.16%	62.72%	60.28%	-
			85%	78%	75%	72%	70%		

*= Estimate

**=Predicted

Bold = Predicted rates

Red = Retention Goals

2022

80.5%

Unmet Need 78.6% (-1.9%)

URM 77.0% (-3.5%)

2021

78.2%

Unmet Need 72.2% (-6%)

URM 75% (-3.2%)

Fall 2023 to Spring 2024 Retention Data

Unit	In University	v. 2022 Cohort In Univ Rate	In Unit	v. 2022 Cohort In Unit Rate
Arts & Sciences	▲ 84.5%	1.9%	▲ 82.5%	2.5%
Business	▲ 88.0%	0.1%	▲ 85.6%	1.1%
Dentistry	▲ 92.5%	0.1%	▲ 90.6%	0.8%
Education & Hum Dev	▼ 88.2%	-1.4%	▼ 85.5%	-1.5%
Engineering	▲ 93.1%	4.4%	▲ 89.8%	4.1%
Music	▼ 83.1%	-8.8%	▼ 76.6%	-11.2%
Nursing	▼ 94.0%	-2.9%	▼ 91.5%	-2.4%
Public Health & Info Sciences	■ 100.0%	0.0%	▲ 94.4%	5.3%
Social Work	▼ 75.0%	-2.4%	▼ 72.2%	-2.0%
Total	87.2%	1.1%	84.7%	1.5%

Data as of November 30, 2023

Questions

RECOMMENDATION TO BOARD OF TRUSTEES
CONCERNING PERSONNEL MATTERS

Academic and Student Affairs Committee – December 14, 2023

Executive and Compensation Committee – December 14, 2023

RECOMMENDATION:

The President recommends that the following personnel recommendations be approved by the Board of Trustees.

School of Public Health

Kathryn Cardarelli, PhD, University of Texas Houston School of Public Health; appointment as Professor (Tenured) of Epidemiology and Population Health and Dean of the School of Public Health and Information Sciences, April 8, 2024.

Notable Accomplishments:

Since 2007, Dr. Cardarelli has served in multiple leadership roles, first at the University of North Texas Health Science Center (UNTHSC) and more recently at the University of Kentucky (UK). From 2007 to 2013, as Director of the Center for Community Health at UNTHSC, she expanded and strengthened relationships between the university and Dallas/Fort Worth community partners, resulting in the development of a thriving community-engaged research program. At UK since 2014, Dr. Cardarelli served as Associate Dean for Academic and Student Affairs, Diversity and Inclusion Officer, and Senior Associate Provost for Administration and Academic Affairs, among others. As Senior Associate Provost, she led the use of faculty analytics and other tools to advance tactics for recruitment, retention and progression of women faculty and faculty of color. Coming from UK, she understands SACSCOC and CPE and has direct experience with CEPH (Council on Education for Public Health) accreditation, having led the UK College of Public Health to a successful 7-year reaccreditation.

Selection Process:

National search using the search firm, Isaacson, Miller.

Salary Data:

Incumbent base salary:	\$ 252,111
Incumbent supplement:	\$ 117,195
Incumbent total compensation:	\$ 369,306

Proposed base salary:	\$ 250,000
Proposed supplement:	\$ 160,000
Proposed total:	\$ 410,000

Budget impact: \$ 40,694

Median benchmark comparison: \$ 396,297

Benchmark position title: Dean, Public Health

Benchmark source: CUPA-HR Administrators in Higher Education
Doctoral Institutions by Total Expense Quartile, Quartile 4

Year of benchmark data: 2021-2022

Benchmark data number of incumbents: 40

Benchmark data number of institutions: 40

School of Medicine:

David Stirling, PhD, Associate Professor (Tenured) of Neurological Surgery; additional appointment as the James R. Petersdorf Chair in Spinal Cord and Head Injury Research, December 15, 2023 through December 14, 2028.

Notable Accomplishments:

Dr. Stirling completed his PhD at the University of British Columbia in 2005. He was recruited to the University of Louisville in 2012 as an Assistant Professor and was promoted to Associate Professor with an award of tenure in 2018. Currently a member of the Kentucky Spinal Cord Injury Research Center, the National Neurotrauma Society, the Society for Neuroscience, and the Canadian Association of Neuroscience, Dr. Stirling has maintained consistent funding since his hire in 2012, including several RO1's as Principal Investigator. He is well published in peer-reviewed journals and engages in scholarly activities at a local, national, and international level.

Selection Process:

The Endowed Chair was offered as part of Dr. Stirling's recruitment package in 2012.

Salary Data:

Current base salary: \$ 96,962.22

Current supplement: \$ 48,410.00

Total compensation: \$ 145,372.22

Proposed base salary: \$ 96,962.22

Proposed supplement: \$ 48,410.00

Proposed total: \$ 145,372.22

Budget impact: No change

Median benchmark comparison: \$154,500

Benchmark position title: Associate Professor, Neurosurgery, PhD

Benchmark source: AAMC Faculty Salary Survey

Year of benchmark data: FY 2021-22

Benchmark data number of incumbents: 61
Benchmark data number of institutions: 151

COMMITTEE ACTION:

Passed _____
Did Not Pass _____
Other _____

____ Signature on file _____
Assistant Secretary

BOARD ACTION:

Passed _____
Did Not Pass _____
Other _____

____ Signature on file _____
Assistant Secretary

RECOMMENDATION TO THE
UNIVERSITY OF LOUISVILLE BOARD OF TRUSTEES
CONCERNING PROMOTION AND TENURE

Academic and Student Affairs Committee – December 14, 2023

Executive and Compensation Committee – December 14, 2023

RECOMMENDATION:

The President recommends that the following promotion and tenure recommendation be approved by the Board of Trustees:

Brian Davis, PhD, Associate Professor (Probationary) of Anatomical Sciences and Neurobiology; award of tenure, January 1, 2024.

COMMITTEE ACTION:

Passed _____

Did Not Pass _____

Other _____

____ Signature on file _____

Assistant Secretary

BOARD ACTION:

Passed _____

Did Not Pass _____

Other _____

____ Signature on file _____

Assistant Secretary