

Jacksonville University Faculty Bylaws

Amended and Restated: Adopted April 2006

Amendments: November 2007, February, March, November 2008, February 2009, May 2018, April 2019, May 2020, October 2022

JACKSONVILLE UNIVERSITY

FACULTY BYLAWS

JU-Faculty Bylaws

Including Additional Amendments:

November 2007

February 2008

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May 2018,

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AMENDED AND RESTATED FACULTY BYLAWS

JACKSONVILLE UNIVERSITY

PART ONE: FACULTY ASSEMBLY PROCEDURES

These procedures define the official governance body of the faculty of Jacksonville University, henceforth referred to as the Faculty Assembly, and will provide the operational structure and procedures for that body, its officers, and its committees.

ARTICLE I

THE FACULTY ASSEMBLY

Section 1. Definition of Faculty

A full-time faculty member is one whose major employment is with the institution, whose primary assignment is in teaching and/or research, and/or whose employment is based upon a full-time faculty contract.

Section 2. The Faculty Assembly

- a. The Faculty Assembly shall be the name given to the official body consisting of all full-time faculty members at Jacksonville University.
- b. Officers assigned to the Naval Reserve Officers Training Corps (NROTC) program who have faculty rank will be considered members of the Faculty Assembly.
- c. The official number of faculty used for determining a quorum, and for other provisions of these bylaws referring to the number of faculty, shall be the number meeting the definition of Section 1 as of September 15 each year, as reported by the Office of Academic Affairs.

ARTICLE II

FACULTY GOVERNANCE

Section 1. Responsibilities of the Faculty Assembly

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- a. The Faculty Assembly has special responsibility for oversight and shall be consulted on all proposals regarding the formation of faculty governance committees; creation and delivery of curriculum; policies on student media; and academic standards including but not limited to graduation requirements, criteria for probation and suspension of students, the academic calendar, standards for academic progress, certification for degrees, academic honesty, honors program, independent studies, academic honors, study abroad, and internships.
- b. The Faculty Assembly has shared responsibility through recommendations to and consultation with the chief academic officer (CAO), the President and the Board of Trustees on the establishment of new academic programs; the structure of the academic organization; the procedures for evaluating faculty effectiveness; admission standards; the University’s mission; strategic planning; financial matters including but not limited to faculty development policies, academic budgeting, and fringe benefits; the abolition of programs, majors, and/or departments; academic ceremonies and public occasions; as well as policies regarding scholarships and academic support services.
- c. The Faculty Assembly shall be consulted in many areas. To formally consult with the faculty, the administration shall inform the faculty chair, and the faculty can provide responses through the faculty chair or appropriate channels. Areas of consultation include changes in athletic policy; in library policy; administration organizational changes; policies on student loans and financial aid; the formation of new University committees; and any matter involving governance and good repute of the University and the welfare and morale of faculty and students.

Section 2. Meetings of the Faculty Assembly, Executive Committee, and Standing Committees

- a. The Faculty Assembly shall meet monthly during the full months of the fall and spring semesters. The Assembly may consider any matter referred to it by the executive committee, faculty committees, colleges, divisions, or by one or more of its members. Resolutions passed at each meeting shall be forwarded to the CAO.
- b. The Executive Committee of the Faculty (as outlined in Article II, Section 4) will meet at least monthly with the CAO and with committee chairs two weeks prior to the faculty assembly meeting to establish the meeting agenda.
- c. The Executive Committee of the Faculty shall meet at least monthly during the fall and spring semesters with the president and appropriate University

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- 89 personnel to discuss any new resolutions passed by the Faculty Assembly and
90 other business as outlined in Article II, Section 1.
91
92 d. Special meetings of the Faculty Assembly may be called by the president of
93 the University, the CAO, the chair of the faculty, or upon the petition of
94 twenty-five percent of the faculty. A special meeting may be held at a time
95 different from that of any regular meeting and shall be convened only to
96 consider one or more items of business specified in the called meeting agenda.
97 Special meetings generally require five working days' notice to the faculty.
98
99 e. Meetings of the Faculty Assembly shall be open to other members of the
100 University community who shall have voice but no vote. However, an
101 executive session may be called by the chair of the faculty or by a majority
102 vote of the faculty present.
103
104 f. Meetings of standing committees shall be open to all members of the
105 University community who shall have voice but no vote. Executive session
106 may be called by the chair of the committee.
107
108 g. Items for inclusion on the agenda shall be submitted to the chair of the faculty
109 two weeks prior to any regularly scheduled meeting of the Faculty Assembly.
110
111 h. The chair, in consultation with the Committee Chairs and other members of
112 the Executive Committee, shall either place items on the agenda or route them
113 to the appropriate committee(s) for attention. The chair of the faculty shall
114 report to the Faculty Assembly the status of all items submitted.
115
116 i. Twenty-five percent of the members of the Faculty Assembly shall constitute
117 a quorum at all meetings of the Faculty Assembly. *Robert's Rules of Order*
118 shall govern procedures in all meetings of the Faculty Assembly except when
119 *Robert's Rules of Order* conflict with procedures detailed in these bylaws or
120 other special rules of order adopted by the faculty.
121

122 Section 3. Voting

- 123
124 a. Election of members to the Executive Committee of the Faculty, of members to
125 the Committee on Academic Freedom and Grievance, and of members to the
126 Committee on Tenure and Promotion, and the voting to amend the bylaws shall be
127 by secret electronic ballot during and within two days of Faculty Assembly at
128 which the vote was called. Preferential voting is not permitted in these situations.
129
130 b. Voting of proposals and resolutions shall be by secret electronic ballot during and
131 within two days of Faculty Assembly at which the vote was called.
132

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Section 4. Officers of the Executive Committee of the Faculty

- a. The Executive Committee of the Faculty shall consist of the chair of the faculty, the vice chair of the faculty, the secretary, and the immediate past chair of the faculty.
- b. The chair of the faculty, the vice chair of the faculty, and the secretary shall be elected by the Faculty Assembly for a two-year term, not to exceed two consecutive terms. The Appointments Committee is responsible for soliciting and receiving the nominations by the March meeting. Nominations may also be made from the floor by any Faculty Assembly member during the March meeting. The election will be held in April. Any tenured member of the Faculty Assembly, except division chairs or assistant/associate deans (hereafter referred to as unit administrator), shall be eligible for the Executive Committee. Unit administrator's roles and administrative responsibilities are indicated in their contracts and their position would be defined in discussion with their unit head. Typically, faculty with these roles would have a percent teaching load of 50 percent or less (Part Two, Article II, Section 2).
- c. The Chair of the Faculty must be a full-time tenured professor with a terminal degree in his/her field.
- d. Officers shall assume office following spring term graduation.
- e. The parliamentarian shall be appointed by the chair of the faculty and serve concurrently but is not a member of the Executive Committee. The appointment is for a two-year term, not to exceed two consecutive terms, unless approved by majority faculty vote.
- f. A vacancy in the office of chair of the faculty prior to the expiration of the term shall be filled by special election if the amount of time remaining in the unexpired term is greater than or equal to one academic semester; otherwise, the vice chair of the faculty shall assume the office of chair of the faculty. A vacancy in the office of vice chair of the faculty or secretary prior to the expiration of the term shall be filled by special election if the amount of time remaining in the unexpired term is greater than or equal to one academic semester; otherwise, the chair of the faculty shall appoint an interim. Nominations and election for the position(s) will be held within the next month. The newly elected officer(s) shall assume office immediately following the election and will serve until the end of the predecessor's unexpired term.

Section 5. Duties of the Faculty Officers

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- 177 a. The chair of the faculty shall preside over the meetings of the Faculty
178 Assembly. The chair shall report on actions of the Board of Trustees to the
179 Faculty Assembly. The chair of the faculty shall meet at least twice a month
180 with the CAO. The chair of the faculty shall preside over the meetings of the
181 Executive Committee and the joint meeting of the Executive Committee and
182 the Committee Chairs. Additionally, the chair of the faculty shall represent
183 the faculty by advocating faculty interests on committees and serving as a
184 liaison of the faculty with students, the administration, the CAO, the Board
185 of Trustees, and other members of the University community. The chair of
186 the faculty serves as a member of the president's advisory body.
187
- 188 b. In the absence of the chair of the faculty, the vice chair of the faculty shall
189 assume the duties and responsibilities of the chair and may appoint a
190 temporary vice chair. Additionally, the vice chair shall review minutes and
191 accompanying materials, and ensure their timely distribution to members of
192 the Faculty Assembly. Furthermore, it is the responsibility of the vice chair to
193 publicize all meetings of the Appointments Committee and all committee
194 vacancies in a timely manner.
195
- 196 c. The secretary maintains all records of the Faculty Assembly (e.g. routing
197 forms, agendas, curricular proposals, etc.) and monitors the Faculty Assembly
198 budget.
199
- 200 d. The parliamentarian shall ensure that proper procedures are followed for
201 meetings of the Faculty Assembly and shall serve as elections officer in all
202 faculty elections.
203
204

ARTICLE III

COMMITTEE ON ACADEMIC FREEDOM AND GRIEVANCE

Section 1. Duties

- 211 It shall be the responsibility of the committee on Academic Freedom and
212 Grievance (see Statute I) to track and study developments and possible problems
213 in the area of academic freedom at Jacksonville University. Additionally, the
214 committee shall hear faculty grievances regarding pay issues, teaching
215 assignments, leaves, academic freedom, tenure and promotions, terminations, and
216 other academic issues.
217
- 218 a. Grievances must be made in writing to the chair of the committee, citing the
219 grievance and the basis for the request. The committee may hear or refuse to
220 hear a grievance, based on the merits of the case. The committee may conduct

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- 221 an investigation, in which case all relevant parties will be consulted.
222
223 b. The committee's hearings and records will be confidential. The chair of the
224 committee shall submit a report of the findings and recommendations to the
225 CAO, the president, and the complainant/grievant. In cases where the
226 University is not the respondent, the same report shall also be sent to the
227 respondent.
228
229 c. The president may conduct a follow-up investigation or in cases where the
230 grievance does not involve the CAO, may appoint the CAO and/or a
231 committee to accomplish the same. The president will notify both the
232 complainant and the committee of his or her decision as expeditiously as
233 possible, preferably within two months. If the investigation continues for more
234 than two months, the complainant shall be updated on the progress of her/his
235 grievance.
236
237

238 Section 2. Membership

239
240 The committee shall be composed of tenured members of the faculty. There shall
241 be representation from each college. These members will be faculty who do not
242 hold administrative titles above that of a subunit (e.g. department) chair, or
243 members of the Committee on Tenure and Promotion. In addition to the four
244 regular members, two alternate members shall be elected to serve as committee
245 members, as required, if a regular committee member cannot participate in a
246 hearing. The committee shall have full discretion in choosing alternates, from
247 those elected, to participate in a particular case. The chair of the faculty shall
248 serve as an ex officio non-voting member, as is the case for all ex officio
249 members described in this document.
250

251 Section 3. Elections

- 252
253 a. The committee members shall be elected for terms of four years on a rotating
254 basis, not to exceed two consecutive terms, so that the Faculty Assembly
255 shall annually elect at least one member to fill a vacancy caused by the
256 expiration of a term of office. Nominations shall be made in February with
257 the election in March. The new member(s) shall take office at the beginning
258 of the following fall semester.
259
260 b. Should a member of the committee resign, a faculty member who meets the
261 requirements of Article III, Section 2 shall be nominated and elected as a
262 replacement within the next month.
263

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- 264 c. Within three weeks of the March election of the new members, the
265 committee shall convene to elect a chair for the following academic year.
266 The existing committee shall remain as constituted through the summer.
267

ARTICLE IV

COMMITTEE ON TENURE AND PROMOTION

Section 1. Duties

- 272
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- 275 a. The committee on Tenure and Promotion shall review tenure and promotion
276 portfolios, evaluate recommendations on tenure and promotion made by either
277 a college's existing tenure and promotion committee or tenured faculty in a
278 division/unit, unit administrators, and deans, and make recommendations to
279 the CAO on tenure and promotion proposals, and any cases of reinstatement
280 of tenure.
- 281
- 282 b. With the exception of cases of discrimination or harassment (cases of
283 discrimination or harassment must be immediately referred to the Title IX
284 Coordinator or a Deputy Title IX Coordinator or as otherwise required by the
285 applicable University policy), the committee shall review cases for removal
286 of tenured members of the Faculty and make recommendations to the CAO
287 and president simultaneously (see Part Two, Article IX).
288

Section 2. Membership

289

290

291 The committee shall be composed of five tenured members of the faculty who
292 have rank of professor and who do not hold administrative titles above that of
293 subunit administrator or members of the Committee on Academic Freedom and
294 Grievance. There shall be at least one member from each of the colleges.
295

Section 3. Elections

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- 297
- 298 a. The committee members shall be elected for terms of four years on a rotating
299 basis, not to exceed two consecutive terms. Nominations shall be held in
300 February with the election in March. The new member(s) shall take office at
301 the beginning of the following fall semester.
302
- 303 b. Should a member of the committee resign, a faculty member who meets the
304 requirements of Article IV, Section 2 shall be nominated and elected as a
305 replacement within the next month.
306

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- 307 c. Within three weeks after the March election of its new member(s), the
308 committee shall convene to elect its chair for the following academic year.
309 The existing committee shall remain as constituted through the summer.
310

ARTICLE V

APPOINTMENTS COMMITTEE

Section 1. Duties

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318 a. Annually, and as needed, each elected member of the Appointments
319 Committee will contact all members of the division, unit, or college and
320 seek interested candidates for committee openings.
321
322 b. The committee shall convene as needed to complete tasks assigned by the
323 chair of the faculty. Additionally, the committee shall meet in February to
324 fill vacancies on all standing committees, and in March of an election year
325 to formalize nominations for the Executive Committee of the Faculty.
326
327 c. The committee shall convene as needed to nominate candidates to fill
328 vacancies on all standing committees if the vacancies occur outside of the
329 regular rotation.
330

Section 2. Membership

331
332
333 The committee shall be composed of the vice chair of the faculty and at least one
334 faculty member from each of the colleges. Each college will determine whether it
335 will be represented by one faculty member or by a representative of each division
336 or academic unit. Members should be tenured faculty. Subunit administrators are
337 eligible to serve.
338

Section 3. Elections

- 339
340
341 a. The members shall be elected by their respective divisions, units, or college,
342 as appropriate, and shall serve for two-year terms, not to exceed four
343 consecutive terms.
344
345 b. The elections shall be held in the spring semester, and new members will
346 assume their duties at the beginning of the fall semester.
347
348 c. The vice chair of the faculty shall chair the committee.
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ARTICLE VI

FACULTY STANDING COMMITTEES

Section 1. General Policies

- a. Meetings of standing committees shall be open to other members of the faculty and the University community who shall have voice but no vote. Executive session may be called by the chair of the committee.
- b. A simple majority of the members of any committee enumerated in this article shall constitute a quorum.
- c. The term of office of all committee members shall be two years, not to exceed three consecutive terms. Membership shall rotate so that approximately half of the membership is nominated each year. Half of each committee's membership shall be tenured faculty.
- d. By the last spring meeting of the Faculty Assembly, each committee shall elect from among its members a chair-elect who will assume the responsibility of chair at the beginning of the next fall semester. Chairs may be re-nominated.
- e. The chair of each committee shall convene and conduct meetings, and report on the committee's activities to the Faculty Assembly and the chair of the faculty assembly. Recommendations shall be presented to the Faculty Assembly.
- f. The chair of a committee shall designate a committee member to serve as the chair's alternate and conduct meetings in the chair's absence.
- g. No faculty member shall serve on more than one of the committees enumerated in this Article, however, a faculty member may also serve on the committees enumerated in Articles III, IV, and V. Chairs of committees may also serve as faculty representatives on Board of Trustees' sub-committees.
- h. Members of the Executive Committee shall not serve on any of the standing committees during the term in office.
- i. Normal committee procedure shall be to meet at least once per month during the fall and spring semesters or as needed to complete tasks in an expedient manner.

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- 394 j. All members of the University community may submit proposals to the
395 standing committees. Standing committees should inform the Executive
396 Committee within one month regarding the status of any submitted proposal.
397 Submitters should consult the Executive Committee when they feel the
398 standing committee has failed to take expedient action.
399
- 400 k. A standing committee may, after informing the Faculty, appoint an *ad hoc*
401 committee to assist with any area of its charge. Such a committee is subject
402 to reappointment September 1 of the following academic year. An *ad hoc*
403 committee reports to the chair of the standing committee responsible for its
404 activity.
405
- 406 l. Standing committee members must attend meetings regularly. Failure to
407 attend regularly will result in removal from the committee. The
408 Appointments Committee shall be responsible for choosing a replacement.
409
- 410 m. Standing committee chairs will consult with the president of the student body
411 for student appointments in cases where a student representative is specified
412 in the bylaws as a member of the committee.
413
- 414 n. Chairs of the standing committees and the Executive Committee shall meet
415 monthly within the fall and spring semesters or as necessary to discuss
416 proposals and coordinate the Faculty Assembly agenda.
417

418 Section 2. Academic Standards Committee

- 419
- 420 a. The Academic Standards Committee shall be composed of seven members of the
421 faculty including at least one from each college, and the following ex-officio
422 members: director of experiential learning, director of financial aid, chief of
423 financial aid, chief admissions officer, and registrar.
424
- 425 b. The committee shall receive and review proposals, make recommendations, and
426 monitor in the following areas: standards for admissions, satisfactory academic
427 progress, honors, the addition of experiential learning (including service learning
428 and research intensive) designations, speech intensive (SI), technology intensive
429 (TI), or writing intensive (WI) designations to existing courses or new courses
430 (for new courses this is in conjunction with the Curriculum Committee);
431 requirements for graduation; and policies on academic honesty, scholarships,
432 loans, and grants-in-aid.
433
- 434 c. The College of Law may, at its own discretion, make any and all changes to
435 policies solely administered by the College of Law related to admissions,
436 satisfactory academic progress, honors, experiential learning, graduation

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437 requirements, scholarships, academic honesty, scholarships, loans, and grants-in-
438 aid.

439

440 **Section 3. Curriculum Committee**

441

442 a. The Curriculum Committee shall be composed of seven members of the Faculty,
443 including at least one from each college, except for the College of Law.
444 Academic deans, the registrar, and a librarian are ex officio members.

445

446 b. The committee shall receive and review curriculum proposals and make
447 recommendations to the faculty assembly concerning the following: the addition
448 of new courses; the elimination of existing courses; significant changes to
449 existing courses and credit hours; changes that effectively create new courses;
450 course renumbering; requirements within majors, minors, and programs; the
451 creation or elimination of tracks/concentrations within majors or programs; the
452 creation or elimination of majors, minors, or programs (joint oversight with the
453 Planning and Budget Committee); and review of University majors.

454

455 c. Subject to the catalog review process, the following curricular changes can be
456 done with departmental discretion: changes that are purely editorial in the title or
457 description of existing courses; indication of the semester in which a course is
458 taught; cross listing; and prerequisites.

459

460 d. Subject to the catalog review process, the College of Law may, at its own
461 discretion, make any and all curricular changes to programs solely administered
462 by the College of Law.

463

464 **Section 4. Core Curriculum Committee**

465

466 a. The Core Curriculum Committee shall be composed of seven members of the
467 faculty, including at least one from each college, except for the College of Law.

468

469 b. The committee shall develop, receive, and review proposals to change the
470 core curriculum, including proposals for new core courses. The committee
471 shall then make recommendations to the Faculty Assembly regarding the
472 core curriculum. The committee shall identify core assessment objectives and
473 Academic Affairs will be responsible for collecting and analyzing the data
474 for accreditation purposes.

475

476 c. Proposals for new core courses must be submitted for review to the Curriculum
477 Committee as well as the Core Curriculum Committee.

478

479 **Section 5. Faculty Affairs Committee**

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- 481 a. The Faculty Affairs Committee shall be composed of nine members of the
482 faculty, with at least one representative from each college.
483
484 b. The committee shall receive, review, and make recommendations to the Faculty
485 Assembly in all areas affecting faculty welfare and morale including the areas of
486 fringe benefits, research activities and awards, procedures and timeline for
487 evaluation, compensation, and retirement.
488

489 **Section 6. Instructional Resources Committee**

- 490
491 a. The Instructional Resources Committee shall be composed of seven members of
492 the faculty. The chief information officer, library director, and director of
493 academic technology are ex officio members.
494
495 b. The committee shall receive and review proposals, and shall make
496 recommendations in the areas of technology, library resources policy, and the
497 distribution of other resources necessary for quality instruction.
498
499 c. The College of Law will administer its own instructional resources independent of
500 this committee.
501

502 **Section 7. Planning and Budget Committee**

- 503
504
505 a. The Planning and Budget Committee shall be composed of nine members of the
506 faculty, with at least one representative from each college. At least one
507 committee member must be from the Davis College of Business and must have
508 experience in accounting and finance. The registrar, senior vice president of
509 marketing and communications, executive director of institutional analytics,
510 effectiveness, and strategic planning, and the chief financial officer are ex officio
511 members.
512
513 b. The Planning and Budget Committee shall participate in the University's strategic
514 planning to include the establishment of financial priorities and the structure of
515 the campus environment. The committee shall report regularly to both the
516 University's planning body and the faculty regarding strategic planning and
517 budgeting.
518
519 c. The committee, the chief financial officer (CFO), and appropriate administrators
520 shall consult during the process of developing the University's annual budget.
521 The committee shall review complete summary financial reports with the CFO.
522
523 d. The Planning and Budget Committee shall also receive and review proposals and
524 make recommendations to the Faculty Assembly in the areas of strategic

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525 planning, including; the academic calendar, the establishment of new academic
526 majors, minors, and programs (joint responsibility with the Curriculum
527 Committee); academic organization; the addition or elimination of unit
528 administrator; the formation of new colleges; and the elimination of majors,
529 minors, programs, and departments (joint responsibility with the Curriculum
530 Committee). New academic majors, minors, and programs approved by the
531 committee shall be reviewed by the committee three years after initial
532 implementation and the committee shall make a recommendation to the Faculty
533 Assembly based on the outcomes of the program. A decision by the Committee to
534 formally recommend the elimination or creation of a program or department of
535 instruction will be based essentially upon institutional considerations in light of
536 the mission statement and strategic plan of the University.
537

538 **Section 8. Student Life Committee**

- 539
- 540 a. The Student Life Committee shall be composed of seven members of the faculty
541 and three students, including the president of the student body and one member
542 of the Student Athlete Advisory Committee (SAAC).
543
 - 544 b. The committee shall receive and review proposals and make recommendations to
545 the Faculty Assembly in all areas affecting student welfare and morale, including
546 the area of journalistic standards for student media.
547
 - 548 c. The committee shall appoint an advisory Media Board composed of three
549 members of the faculty as well as the chair of the Division of Humanities and two
550 students who are not staff members of student media. The faculty advisors of
551 each media shall serve members. The Board meets as needed to fulfill the
552 functions delineated below:
553
 - 554 1. The Board shall be charged with developing and proposing policy for student
555 campus publications. The Board makes these recommendations to the faculty
556 Student Life Committee.
557
 - 558 2. The Board makes recommendations to the CAO concerning the appointment
559 of editors, managers, and business managers. The faculty advisor and the
560 current student media officers of each media select students to fill other
561 positions for which scholarships may be available.
562
 - 563 3. The Board may make recommendations to the CAO in the appointment or
564 reassignment of faculty advisors. The Board may request legal advice through
565 the president's and CAO's office when necessary. Faculty advisors shall
566 insure that campus publications adhere to established media policies.
567

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568 4. The Board does not exercise pre-publication or pre-broadcast review of
569 student media. However, the Board hears grievances from members of the
570 University community regarding the operation of campus media. The Board
571 adjudicates grievances by reference to the *Jacksonville University Guidelines*
572 *for Student Media*. The Board may recommend the reprimand or removal of
573 media officers. All such recommendations are forwarded to the CAO.
574

575 **Section 9. Athletics Committee**

576
577 a. The Athletics Committee shall be composed of seven members of the faculty with
578 representation from each college and the Faculty Athletics Representative. The
579 chief enrollment officer, the chief student life officer, the Registrar, a compliance
580 officer, a representative from student financial assistance, the Faculty Athletics
581 Representative, the chief athletics officer, an academic advisor for student
582 athletes, and one student representative from SAAC shall serve as ex officio
583 members. Representatives from admissions, student life, the registrar, athletics
584 compliance, financial aid, the Chief Athletics Officer, athletic bands, and the
585 director of athletic academic services shall serve as ex officio members.
586
587 b. The committee shall receive and review proposals and shall make
588 recommendations to the CAO and Faculty Assembly in the area of athletics, as
589 well as provide faculty input into the development of athletic policies and
590 academic standards for student-athletes. The goal of the committee shall be to
591 ensure the academic success and well-being of student-athletes.
592
593 c. The committee shall be concerned with the interface between the University's
594 athletic and academic programs. It shall report annually to the faculty assembly
595 regarding how well the athletic programs support the mission of the University.
596 This report could include such aspects as academic outcomes, graduation rates,
597 the addition and deletion of programs, and financial viability.
598

599 **Section 10. Bylaws Committee**

600
601 a. The Bylaws Committee shall be composed of seven faculty members,
602 including the chair of the faculty, vice-chair of the faculty, the secretary of
603 the faculty, the parliamentarian, and three other tenured members of the
604 faculty appointed by the Committee Chairs. The committee shall elect a
605 chair. The parliamentarian is an ex officio member of the committee. The
606 appointed members of the Committee shall serve a two-year term with a
607 three-term limit.
608
609 b. The committee shall monitor the Faculty Bylaws, recommending changes
610 to the faculty assembly as necessary, and serve as a liaison to the

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611 administration regarding interpretation of the bylaws. Additionally, the
612 committee shall be responsible for recommending revisions to the bylaws.

613

614

615

616

PART TWO: FACULTY RIGHTS AND RESPONSIBILITIES

617

618 These articles constitute rules established by Jacksonville University to govern the
619 personnel and contractual affairs of the faculty.

620

621

ARTICLE I

622

623

ACADEMIC FREEDOM

624

625 Jacksonville University considers a free and unconstrained exchange of information
626 essential among its faculty, staff, and students. While the faculty fully supports the free
627 exchange of ideas, an explicit guarantee of academic freedom is made to faculty members
628 through this article. Jacksonville University adopts the following portions taken verbatim
629 from the AAUP 1940 Statement of Principles on Academic Freedom and Tenure; a
630 restatement of principles first set forth in 1925:

631 *The purpose of this statement is to promote public understanding and support of academic*
632 *freedom...and agreement upon procedures to ensure... [academic freedom] in colleges and*
633 *universities. Institutions of higher education are conducted for the common good and not to*
634 *further the interest of either the individual teacher or the institution as a whole. The common good*
635 *depends upon the free search for truth and its free exposition.*

636 *Academic freedom is essential to these purposes and applies to both teaching and research.*
637 *Freedom in research is fundamental to the advancement of truth. Academic freedom in its*
638 *teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of*
639 *the student to freedom in learning. It carries with it duties correlative with rights.*

640 *Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of*
641 *extramural activities, and (2) a sufficient degree of economic security to make the profession*
642 *attractive to men and women of ability. Freedom and economic security, hence, tenure, are*
643 *indispensable to the success of an institution in fulfilling its obligations to its students and to*
644 *society.*

645 ACADEMIC FREEDOM

646 a. *Teachers are entitled to full freedom in research and in the publication of the results,*
647 *subject to the adequate performance of their other academic duties; but research for*
648 *pecuniary return should be based upon an understanding with the authorities of the*
649 *institution.*

650 b. *Teachers are entitled to freedom in the classroom in discussing their subject, but they*
651 *should be careful not to introduce into their teaching controversial matter which has no*

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652 *relation to their subject. Limitations of academic freedom because of religious or other*
653 *aims of the institution should be clearly stated in writing at the time of the appointment.*

654 c. *College and university teachers are citizens, members of a learned profession, and*
655 *officers of an educational institution. When they speak or write as citizens, they should be*
656 *free from institutional censorship or discipline, but their special position in the community*
657 *imposes special obligations. As scholars and educational officers, they should remember*
658 *that the public may judge their profession and their institution by their utterances. Hence*
659 *they should at all times be accurate, should exercise appropriate restraint, should show*
660 *respect for the opinions of others, and should make every effort to indicate that they are*
661 *not speaking for the institution.*

662 All full-time, part-time, adjunct, and visiting faculty members, tenured and non-tenured,
663 enjoy full academic freedom. All full-time and part-time students enrolled in any course,
664 credit or non-credit, also enjoy full academic freedom.

665
666 Any faculty member who believes his or her academic freedom to have been abridged
667 may direct a written grievance to the chair of the Committee on Academic Freedom and
668 Grievance, citing the abridgment in detail, providing corroborating documentation, and
669 requesting corrective action.

ARTICLE II

TENURE

Section 1. Eligibility

670
671
672
673
674
675
676
677 Tenure exists to protect academic freedom in teaching, professional development,
678 scholarship, and service (which can include university service or administrative duties for
679 their department or academic unit). Faculty members earn tenure by demonstrating their
680 expertise and achievement in these areas. For this reason, Jacksonville University awards
681 tenure for faculty work, but not for administrative work. Tenure is granted in accordance
682 with procedures developed by faculty and administration. A faculty member is eligible to
683 earn and hold tenure unless he or she is appointed to a non-tenured track position.

684
685
686 a. A faculty member who is eligible to earn tenure shall be so informed in the annual
687 contract. The contract shall state both the year of service during which tenure may
688 be considered and the pre-tenure review year.

689 b. A full time non-tenured faculty member eligible to earn tenure based on
690 educational qualifications (refer to the Southern Association of Colleges and
691 Schools or SACS) is recommended by the college dean to transition to a tenure-
692 track status following a positive review of the non-tenured track faculty member's
693 summary document that outlines progress in excellence in teaching, professional
694 development and scholarship, and service during their time at Jacksonville

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695 University by the college's existing tenure and promotion committee or tenured
696 faculty within her/his academic unit, comparable unit administrator, and dean. A
697 non-tenured faculty member who is eligible to transition to tenure status shall be
698 informed by the CAO in a revised annual contract. The revised contract shall state
699 both the year of service during which tenure may be considered and the pre-tenure
700 review year.

701

702 When the University hires new faculty or academic administrators tenured at other
703 institutions, it may, after consultation with tenured faculty in the appropriate units as
704 defined in Part Two, Article II, Section 4, recognize tenure granted by another institution.
705 Alternatively, academic administrators moving to faculty status may earn tenure by
706 following standard procedures for tenure-track faculty. Deferred or early tenure
707 decisions can be addressed on a case-by-case basis by the CAO, in consultation with the
708 tenured faculty from that college.

709

710 Section 2. Timetable and Standards for Tenure

711

- 712 a. For tenure track faculty, an eligible faculty member will apply for tenure after
713 completing five years of service and completion of a pre-tenure review. Prior to
714 applying, three of the five years must have been completed at Jacksonville
715 University. A maximum of two years of service at other institutions of higher
716 learning with documentation of teaching, professional development and
717 scholarship, and service at the level of tenure track assistant professor or higher
718 may be counted in the years of service for tenure consideration. A maximum of
719 two years of service at Jacksonville University in a full-time, non-tenure-track
720 faculty position may be counted in the years of service for tenure consideration.
721 However, faculty who have been granted tenure at another institution and shown
722 evidence of excellence in the teaching, professional development and scholarship
723 can negotiate tenure at the time of hire. The negotiation process will include
724 consultation with the tenured faculty in the academic unit.
- 725 b. For non-tenured track faculty, an eligible faculty member must first submit a
726 letter requesting consideration for transition to tenure-track status to the unit
727 administrator and dean. The letter would include a document summarizing
728 excellence in teaching, professional development and scholarship, and service at
729 the level of tenure track assistant professor. The document would be reviewed by
730 the college's existing tenure and promotion committee or tenured faculty within
731 her/his academic unit, comparable unit administrator, and dean.
732 Recommendations made by the faculty, unit administrator, and dean will be
733 submitted to the CAO within three weeks of review. Following a positive review
734 by the CAO, the non-tenured track faculty would begin the process for
735 transitioning to a tenure track position. For non-tenured track faculty completing
736 less than six years of service, a maximum of two years of service at Jacksonville
737 University in a full-time, non-tenured track faculty position may be counted in the
738 years of service for tenure consideration. For non-tenured track faculty

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739 completing six or more years of service, up to three years of service at
740 Jacksonville University in a full-time non-tenured track faculty position may be
741 counted in the years for service for tenure consideration. The negotiation process
742 regarding number of years of service that would be counted will include
743 consultation with the college's existing tenure and promotion committee or
744 tenured faculty in the academic unit.

745 c. Transition to tenure-track status and timeline will be indicated in a revised
746 contract. Should a non-tenured track faculty be denied consideration for
747 transitioning to tenure-track status, the faculty member may appeal the decision to
748 the Academic Freedom and Grievance Committee.
749

750 Tenure is determined for each individual based upon academic credentials and years of
751 service at Jacksonville University and other academic institutions (see above). An
752 affirmative tenure decision must be based upon achievement in the areas of teaching,
753 professional development and scholarship (e.g. research and creative activities), and
754 service to the university. Faculty who have taken on administrative duties for their
755 department or academic unit may count these duties toward tenure. However, faculty on a
756 tenure-track appointment typically have at least a 50 percent teaching load. Additionally,
757 faculty members are expected to interact in a cooperative and collaborative manner in
758 fulfilling their professional obligations.
759

760 **Section 3. Pre-Tenure Evaluations**

761
762 Candidates for tenure will undergo a pre-tenure review during their mid-point of service
763 toward tenure at Jacksonville University as determined by the CAO in consultation with
764 the faculty member. A candidate who transition from non-tenured track status will submit
765 his/her pre-tenure portfolio by February in the academic year of transition.
766

767 Candidates will submit a pre-tenure portfolio which provides evidence of the candidate's
768 achievements in the areas of teaching, professional development and scholarship (e.g.
769 research and creative activities), and service to the university. Candidates will submit the
770 portfolio by February 1 to the unit administrator. Tenured division members (exclusive of
771 the unit administrator) will elect a convener who shall assemble the tenured members for
772 a discussion of the candidate's progress towards tenure as outlined in Part Two, Article II,
773 Section 2. The convener will submit an agreed-upon summary of that discussion to the
774 division chair/unit administrator. In units without a unit administrator, the convener will
775 submit the summary directly to the dean. The summary shall be given to the CAO, dean,
776 and candidate by May 1. The dean will forward the record of the pre-tenure review to the
777 Committee on Tenure and Promotion during the final tenure evaluation process.
778

779 **Section 4. Tenure Evaluation Process**

780
781 In May following the fifth year of service, the dean shall notify the eligible faculty
782 member that they must submit their tenure portfolio for consideration to the division

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783 chair or higher unit administrator by October 15. The faculty member shall submit to the
784 unit administrator two copies or electronically accessible version of the tenure portfolio
785 which provide evidence of the candidate's achievements in the areas of teaching,
786 professional development and scholarship (e.g. research and creative activities), and
787 service to the university. After reviewing the candidate's documentation, the college's
788 existing tenure and promotion committee or tenured faculty members of the academic
789 unit (exclusive of the unit administrator) will elect a convener who shall assemble the
790 tenured members for a discussion of the candidate's qualifications. The convener will
791 submit an agreed-upon summary of that discussion to the unit administrator who will
792 forward the letter to the dean. The letter will be shared by the convener or the unit
793 administrator. The faculty in the unit will decide on who (i.e. convener or unit
794 administrator) shares the letter with the candidate. Subsequent to this meeting, each
795 tenured faculty member shall submit in writing a confidential vote to the unit
796 administrator for or against tenure. By December 1, the candidate shall be informed by
797 the unit administrator whether the vote was favorable or unfavorable and provided with
798 the summary submitted by the convener and with a copy of the unit administrator's
799 evaluation and recommendation for or against tenure.

800

801 By December 1, the unit administrator shall submit to the dean the following information:

802

- 803 • pre-tenure evaluations
- 804 • academic unit administrator's written evaluation and recommendation
805 for or against tenure
- 806 • the written summary prepared by the convener
- 807 • the result (overall favorable or unfavorable, not the numerical count)
808 of the vote of the tenured members of the academic unit
- 809 • one copy of the candidate's portfolio or electronically accessible. The
810 other copy shall be returned to the candidate

811

812 By January 15, the dean shall submit his or her recommendation, along with the entire
813 contents of the portfolio to the Committee on Tenure and Promotion for their review and
814 recommendation. The dean shall also provide the candidate with a copy of his or her
815 letter of recommendation for or against tenure. The Committee on Tenure and Promotion
816 shall review all materials submitted. The final recommendation by the Committee on
817 Tenure and Promotion should be submitted to the CAO by March 15.

818

819 The candidate can at any time rebut the recommendations made by the tenured members
820 of the academic unit, the unit administrator, or the dean. Rebuttals from the candidate
821 should be submitted within five business days of their receiving the recommendation at
822 each level and will be added to the portfolio prior to moving to the next level. The CAO
823 shall use all portfolio materials and recommendations (favorable or unfavorable) from the
824 tenured members of the unit, the unit administrator, the dean, and the Committee on
825 Tenure and Promotion, in addition to any rebuttals from the candidate when making a
826 final decision on tenure. The final recommendation by the CAO shall be provided to the

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827 candidate by April 15. The CAO shall then make recommendations to the president. A
828 copy of all documents used in the tenure-granting process shall be retained by the CAO
829 for a period of three years from the time of the decision and then returned to the
830 candidate.

831

832 **Section 5. Granting Tenure**

833

834 Upon the positive recommendation of the president, final approval for tenure decisions is
835 made by the Board of Trustees during the spring. Tenure goes into effect with approval of
836 the Board of Trustees. There is no tenure, absent approval of the Board of Trustees.

837

838 **Section 6. Continuation of Tenure**

839

840 A faculty member who has earned tenure continues to hold it so long as three conditions
841 continue to be met:

842

- 843 • the faculty member maintains and demonstrates professional competence;
- 844 • the faculty member adheres to legal and ethical standards;
- 845 • the faculty member's position is not terminated due to financial exigency.

846

847 The lapse of one or more of these conditions may result in the loss of tenure.

848

849 Although not necessarily, loss of tenure (based on Section 7 below) may mean immediate
850 dismissal. Employment may be continued on probationary terms to be set by the CAO.
851 Tenure may be reinstated on terms to be set by the CAO in consultation with the
852 Committee on Tenure and Promotion. For specifics regarding loss of tenure and
853 notification of said loss (see Part Two, Article IX).

854

855 **Section 7. Post-Tenure Review**

856

857 During the fifth year after receiving tenure, and every fifth year of service thereafter, a
858 tenured faculty member shall undergo a post-tenure review. This review shall be
859 conducted jointly by the unit administrator and the dean. For their review they shall use
860 annual evaluations, faculty activity reports, teaching evaluations, and other
861 documentation at their disposal covering the previous five-year period. The member
862 being evaluated shall provide a current curriculum vitae and goals for the next five years
863 in the areas of teaching, professional development and scholarship (e.g. research and
864 creative activities), and service, and shall be allowed to present additional documentation.
865 No portfolio is required of the faculty member.

866

867 The purpose of post-tenure review is to maintain and improve faculty performance and
868 should not be construed as a punitive device. The basic standard for appraisal shall be
869 whether the faculty member under review discharges his or her duties conscientiously
870 and with professional competence.

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871

872 The faculty member does not bear the burden to justify retention. Furthermore, the dean
873 and unit administrator must both agree and demonstrate that there are serious deficiencies
874 in the overall performance of the faculty member to warrant the sanction of a post-tenure
875 probationary period.

876

877 If, on the basis of this review, the unit administrator and the dean find that the faculty
878 member's performance is unacceptable, the dean after consultation with the faculty
879 member shall recommend to the CAO that the faculty member be given a probationary
880 period of three years in which to improve his or her performance. Criteria for acceptable
881 improvement shall be detailed in writing and thoroughly discussed with and understood
882 by the faculty member. Failure to meet these criteria by the end of the probationary
883 period may constitute grounds for removal of a tenured faculty member under the
884 provisions of Part Two, Article IX, Section 3. All pertinent materials used in the
885 evaluation shall be retained by the dean for a period of five years.

886

887 **Section 8. Appeal**

888

889 Should a faculty member disagree with the application of one or more of the provisions
890 outlined in this article, he or she may submit a written appeal to the chair of the
891 Committee on Academic Freedom and Grievance.

892

893

894 **ARTICLE III**

895

896 **NEW FACULTY APPOINTMENTS**

897

898 **Section 1. Filling a Vacancy**

899

900 When the unit administrator, in consultation with the dean and the CAO, determines a
901 vacancy in a subunit (e.g. department) exists, the chair shall, with the dean and CAO's
902 approval, appoint a search committee. Prior to the search, the rank and salary range of the
903 position shall be recommended to the CAO by the appropriate dean. The CAO shall
904 inform the unit administrator and the search committee of the salary range. The search
905 committee shall consist of at least three but no more than five faculty members, one of
906 whom should be tenured. The unit administrator, or academic dean shall not serve on the
907 committee. Where faculty size in the unit permits, the chair of the search committee shall
908 be from the discipline in which the vacancy exists, and the majority of committee
909 members shall be from that discipline. Other committee members may be from outside
910 the discipline and one member may be from outside the college. The search committee
911 shall make an appropriate search to select and rank the candidates who seem best
912 qualified to fill the needs of the department. After preliminary discussions with the top
913 candidates about rank, salary range, and other pertinent information, the chair of the

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914 search committee shall invite a minimum of two but generally the top three candidates to
915 the campus for interviews.

916

917 **Section 2. Conducting a Search**

918

919 Members of the faculty and administration shall interview the candidates, determine their
920 suitability, and report to the chair of the search committee. The search committee shall
921 then rank the acceptable candidates and the chair of the committee shall inform the unit
922 administrator of the committee's decision. The unit administrator shall then forward to
923 the dean the committee's rankings and recommendation. If the administration and the
924 search committee cannot reach agreement on a candidate, all parties shall meet to seek
925 consensus.

926

927 **Section 3. Appointment of a Faculty Member**

928

929 After a candidate has been selected, the dean of the college, in consultation with the
930 CAO, shall offer the individual a contract which stipulates rank, salary, teaching load,
931 and complete information concerning tenure expectations and eligibility. The candidate
932 will be given an appropriate timeframe in which to respond. If the contract is not
933 accepted, the search committee shall be consulted before another candidate is offered a
934 contract or the search is suspended

935

936

937

ARTICLE IV

938

939

RANK AND PROMOTION

940

941 **Section 1. Evaluation for Promotion - Procedure**

942

943 An eligible faculty member who wishes to be considered for promotion shall submit two
944 hardcopies of her/his promotion portfolio or accessible electronic portfolio to the unit
945 administrator no later than October 15. Evaluation of individuals for promotion will be
946 done by the unit administrator, the dean, the Committee on Tenure and Promotion, the
947 CAO, and the president. Prior to December 1, the unit administrator shall submit all
948 supporting documents to the dean. The unit administrator shall also provide the candidate
949 with a copy of his/her letter of recommendation for or against promotion.

950

951 By January 15, the dean shall submit his or her recommendation, along with the entire
952 contents of the portfolio, to the Committee on Tenure and Promotion for their review and
953 recommendation. The dean shall also provide the candidate with a copy of his or her
954 letter of recommendation for or against promotion. The Committee on Tenure and
955 Promotion shall review all materials submitted and make their recommendation for or
956 against promotion to the CAO by March 15. A copy of their recommendation will be
957 made available to the candidate by the CAO. The candidate can at any time rebut

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958 recommendations made by the unit administrator, the dean, or the Committee on Tenure
959 and Promotion. Rebuttals from the candidate should be submitted within five business
960 days of their receiving the recommendation and will be added to the portfolio. The CAO
961 shall use all portfolio materials and recommendations (favorable or unfavorable) from the
962 unit administrator, the dean, and the Committee on Tenure and Promotion. The CAO
963 shall then make recommendations to the president. A copy of all documents used in the
964 promotion-granting process shall be retained by the CAO for a period of three years from
965 the time of the decision and then returned to the faculty member.

966

967 **Section 2. Evaluation for Promotion - Criteria**

968

969 Advancement from one academic rank to the next is determined for each individual in
970 accordance with standards and procedures developed by faculty and administration and is
971 based upon academic credentials, years of service at Jacksonville University and other
972 academic institutions, and achievement in the areas of teaching, scholarship (e.g. research
973 and creative activities), professional development, and service to the university.

974

975 **Section 3. Category and Rank – General Description**

976

977 To teach in a discipline, individuals of all categories and ranks must be at least
978 academically qualified according to the accreditation criteria of the Southern Association
979 of Colleges and Schools and criteria of the respective college's accrediting bodies.

980

981 a. Faculty positions at Jacksonville University fall into one of the following
982 categories:

983

- 984 • *Adjunct (Part Time) Faculty*- This position is appropriate for part-time faculty
985 members who are assigned class-related responsibilities only. Adjuncts normally
986 teach no more than half-time and on course-by-course contracts. This is a non-
987 tenure-track position.
- 988
- 989 • *Visiting Faculty* – These positions are appropriate as full-time teaching positions
990 on a temporary basis. The individual may hold rank. Visiting Faculty are normally
991 awarded one-year contracts. Visiting appointments cannot be extended beyond an
992 individual's third year of employment at Jacksonville University. This is a non-
993 tenure-track position. Visiting faculty positions can be converted to a tenure-track
994 faculty position with the express approval of the faculty within the appropriate
995 academic unit, the unit administrative, the dean, and the CAO.
- 996
- 997 • *Non-Tenure-Track Faculty* – This position is appropriate when an individual is
998 selected to fulfill particular institutional needs and with the express approval of
999 the faculty within the appropriate academic unit. This is a full-time faculty
1000 position. The individual may hold rank, is eligible for promotion, and may serve
1001 in such capacities as instructor, clinical assistant, associate or full professor, artist

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- 1002 in residence, lecturer or senior lecturer, librarian, or endowed chairs. This is a
1003 non-tenure-track position with variable terms and contracts are typically renewed
1004 annually. If the contract is not to be renewed, then the timeline must be followed
1005 as indicated in Article VIII. A combination of administrative feedback,
1006 mentoring, and time for the faculty member to refocus teaching and research
1007 efforts seems in order.
1008
- 1009 • *Tenure-Track Faculty* – This position is a full-time faculty position. The
1010 individual will hold rank and is eligible for promotion. This is a tenure-track
1011 position and contracts are issued typically annually.
1012
- 1013 b. Rank shall be determined at the time of hire. To advance from one rank to
1014 another, faculty members shall go through the proper application process outlined
1015 in Part Two, Article IV. Full-time faculty at Jacksonville University may hold the
1016 following ranks:
1017
- 1018 • *Assistant Professor* - An individual holding this rank should demonstrate high
1019 potential to excel in the three areas of evaluation. Generally, a terminal degree in
1020 the area in which the individual teaches is required.
1021
- 1022 • *Associate Professor* – An individual holding this rank typically holds a terminal
1023 degree in the area in which the individual teaches. The individual must have
1024 demonstrated the ability to excel in the three areas of evaluation. The individual
1025 must have completed a minimum of five years of full-time college-level teaching
1026 at the time of application. Two of the five years must be completed at
1027 Jacksonville University. These requirements apply in the case of promotion.
1028 However, the university administration can bring in a faculty member at any rank.
1029
- 1030 • *Professor* - An individual holding this rank must have demonstrated excellence in
1031 the three areas of evaluation. A terminal degree in the area in which the individual
1032 teaches is required. The individual must have completed a minimum of ten years
1033 of full-time college-level teaching at the time of application. At least five of the
1034 ten years must be completed at Jacksonville University. These requirements apply
1035 in the case of promotion. The university administration can, however, at the time
1036 of hire bring in a faculty member at any rank.
1037
- 1038 • *Emeritus* – Emeritus faculty are retired Jacksonville University faculty who have
1039 previously held tenure at Jacksonville University. “Emeritus faculty” is an
1040 honorary title which does not carry teaching or other duties, but which may entitle
1041 the holder access to certain college resources and facilities, if available. Faculty
1042 can be nominated or apply for this status. Nominations and applications are made
1043 to the CAO.
1044

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Section 4. Salary Increases

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ARTICLE V

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SELECTION OF UNIT ADMINISTRATORS

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Within each college, organizational units are under the direction of the academic dean, who reports to the CAO. A college may have more than one level of administrative organization; these levels may differ among colleges. In colleges that employ a division structure, with a unit administrator (e.g., division chair) selected pursuant to Sections 1 – 4 of this Article, the academic dean of the college may, in consultation with the CAO and faculty in the college, appoint an assistant or associate dean. In colleges without a division structure, an assistant or associate dean is considered a unit administrator comparable to division chairs and shall be selected pursuant to Sections 1 – 4 of this Article. The role of the elected chair administrator is to, among other duties, evaluate the faculty.

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Section 1. Search Committee

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When a vacancy appears or is expected in a unit administrator's position, the academic dean or CAO (as appropriate) will provide advance notice to the unit concerned. The unit will elect a search committee consisting of three faculty with an option by secret ballot. Membership on the committee shall not be considered a deterrent to selection as unit administrator. The incumbent unit administrator shall not be a member of this committee.

1077

Section 2. Candidate Selection

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1082

Following the election of the search committee, names of interested tenured faculty members within the unit shall be submitted to the committee. A ballot shall be given to the faculty. The committee shall keep the results of the vote confidential.

1083

Section 3. Recommendations

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The search committee shall send its recommendation to the academic dean. If the college dean chooses to accept one of the recommended candidates, this candidate shall be recommended to the CAO. If the academic dean does not accept any of the candidates, the academic dean and the committee shall meet in an effort to reach consensus.

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1089

1090 **Section 4. Appointment**

1091

1092 The unit administrator shall be appointed by the CAO upon recommendation by the
1093 academic dean. The appointment shall be for a term of four academic years, or for three
1094 and a fraction if the appointment occurs during an academic year.

1095

1096 It is the responsibility of all unit administrators to distribute accurate and appropriate
1097 information to their constituencies. A unit administrator may be reappointed for
1098 additional terms by the academic dean and reviewed by the CAO. The procedures of
1099 Article V, Sections 1-4, shall be followed for reappointments.

1100

1101 In the case of an unexpected vacancy or in case of a deadlock, the CAO may appoint an
1102 acting unit administrator to serve until the above procedures can be fully implemented.
1103 Such acting appointments shall normally remain in effect a maximum of one year.

1104

1105 **Section 5. Evaluation**

1106

1107 A unit administrator shall be evaluated annually by the unit. Evaluations shall be
1108 forwarded to the dean and the CAO.

1109

1110 **Section 6. Remuneration**

1111

1112 The remuneration of a unit administrator in the form of reduced teaching load or in other
1113 ways shall be determined by the dean and the CAO.

1114

1115 **Section 7. Subunit (e.g. Department) Chairs**

1116

1117 When a unit administrator, academic dean, and the CAO determine a need exists to
1118 establish a subunit (e.g. department) within a division or a school, a chair shall be
1119 appointed by the unit administrator and academic dean. The subunit chair shall report to
1120 the academic unit administrator, who with the approval of the dean shall determine the
1121 role and function of the subunit chair. The subunit shall be maintained as long as the
1122 unit administrator, academic dean, and the CAO determine the need exists. The
1123 remuneration of subunit chairs, in the form of reduced teaching load or in other ways,
1124 shall be determined by the dean and CAO.

1125

1126 **Section 8. Removal**

1127

1128 Unit administrators selected pursuant to Sections 1 – 4 of this Article, and subunit (e.g.
1129 department) chairs, may be removed from the position of chair by the CAO after
1130 consultation with the academic dean and the tenured members of the academic unit, or
1131 department. Such removal shall not affect the chair's or unit administrator's tenure or
1132 position as a member of the faculty.

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ARTICLE VI

SELECTION OF THE CHIEF ACADEMIC OFFICER AND ACADEMIC DEANS

Section 1. Chief Academic Officer

a. Search Committee

When a vacancy occurs or is expected in the position of CAO, a faculty search committee shall be established. The search committee shall conduct a national search to select and rank the candidates who seem best qualified. The committee shall make recommendations on the candidates to the president.

Should the University decide to add, remove, or replace positions in Academic Affairs (e.g., Vice, Assistant- or Associate-CAO positions), the faculty should be consulted as outlined in Part I, Article II, Section 1c, regarding both the creation of any new position and who shall fill it.

- d. The CAO search committee shall include two elected representatives from each college. The chair of the faculty shall serve on and chair the search committee. Half of the committee's membership shall be tenured faculty.

Should the chair of the faculty be a candidate, the individual shall withdraw from the search committee and be replaced by the vice chair of the faculty. Should the vice chair of the faculty also be a candidate, the secretary of the Faculty will replace the vice chair on the committee.

b. Candidate Selection

Candidates shall be interviewed by the faculty search committee, by the members of the faculty, and by the administration. Members of the faculty who interview the candidate shall report their views to the search committee. The search committee shall recommend acceptable nominees directly to the president.

c. Appointment

If the president is considering to appoint a CAO against the recommendations of the committee, the president shall meet with the committee and justify the reasons for the appointment.

The president, after discussion with the Executive Committee of the Faculty, may appoint an interim CAO, if necessary, until the procedures of this article result in

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1177 an appointment. If a college is not represented on the Executive Committee of the
1178 Faculty, a representative shall be selected by the chair of the faculty to participate
1179 in the discussions between the Executive Committee of the Faculty and the
1180 president.

1181

1182 Interim appointments shall normally be for one calendar year. In the event it is
1183 necessary to extend the appointment, the president will confer in advance with the
1184 chair of the faculty and the Executive Committee. Extensions will normally not be
1185 made past one additional year.

1186

1187 **d. Evaluation**

1188

1189 The CAO shall be evaluated annually by the Faculty, as directed by Human
1190 Resources. Evaluations shall be forwarded to the president.

1191

1192 **Section 2. Academic Deans**

1193

1194 **a. Search Committee**

1195

1196 When a vacancy occurs or is expected in the position of an academic dean, a
1197 faculty search committee shall be established. The search committee shall conduct
1198 a national search to select and rank the candidates who seem best qualified. The
1199 committee shall make recommendations on the candidates to the CAO. Should the
1200 University decide to add assistant- or associate-dean positions, the faculty in the
1201 college should be consulted as outlined in Part I, Article II, Section 1c, regarding
1202 both the creation of any new position and who shall fill it.

1203

1204 The committee shall be composed of at least five and no more than seven elected
1205 representatives from the unit under the dean's jurisdiction and the chair of the
1206 faculty. Half of the committee's membership shall be tenured faculty. The
1207 committee should broadly represent the unit. The chair of the faculty shall preside
1208 over the search committee.

1209

1210 Should the chair of the faculty be a candidate, the individual shall withdraw from
1211 the search committee and be replaced by the vice chair of the faculty. Should the
1212 vice chair of the faculty also be a candidate or for any reason is unable to serve,
1213 the committee shall then elect one of its members to serve as chair.

1214

1215 **d. Candidate Selection**

1216

1217 Candidates shall be interviewed by the faculty search committee, by the members
1218 of the faculty, and by the administration. Members of the faculty who interview
1219 the candidate shall report their views to the search committee. The search

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1220 committee shall recommend directly to the CAO, who shall inform the president
1221 of the committee's recommendation, as well as his/her recommendation.
1222

1223 **c. Appointment** 1224

1225 If the president appoints (or announces the planned appointment of) a dean
1226 against the wishes of a majority of the committee, the president shall meet with
1227 the committee and justify the reasons for the appointment.
1228

1229 The president, after discussion with the CAO and Executive Committee of the
1230 Faculty, may appoint an interim dean, if necessary, until the procedures of this
1231 article result in an appointment. If the college is not represented on the Executive
1232 Committee of the Faculty, a representative from that college shall be selected by
1233 the chair of the faculty to participate in the discussions between the Executive
1234 Committee of the Faculty and the president.
1235

1236 Interim appointments shall normally be for one calendar year. In the event it is
1237 necessary to extend the appointment, the president will confer in advance with the
1238 chair of the faculty. Extensions will not be made past one additional year.
1239

1240 **d. Evaluation** 1241

1242 All deans shall be evaluated annually by the appropriate college faculty. Evaluations shall
1243 be administered by Human Resources and results forwarded to the CAO.
1244

1245 **ARTICLE VII** 1246

1247 **SELECTION OF THE PRESIDENT OF THE UNIVERSITY** 1248

1249 **Section 1. Search Committee** 1250

1251
1252 The faculty recommends that when selecting a new president of the University, the chair
1253 of the faculty be a member of the search committee created by the Board of Trustees.
1254 Additionally, the faculty recommends that four tenured faculty members, one elected by
1255 secret ballot within each college, shall serve on the search committee.
1256

1257 **Section 2. Faculty Views** 1258

1259 When a candidate for the presidency is brought to the campus, the faculty recommends it
1260 be given the opportunity to interview the candidate and report their views to a faculty
1261 representative of the search committee.
1262
1263

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ARTICLE VIII

TERMINATION OF A NON-TENURED FULL-TIME APPOINTMENT

Termination of a non-tenured full-time (tenure-track or non-tenure-track, including Visiting Professors) appointment can occur when, following appropriate review, evaluation, and communication with the faculty member, it is judged that the faculty member is failing to fulfill the terms, conditions, and expectations of their appointment, or for financial exigency, professional incompetence, or cause.

Terminated faculty members alleging that the decision not to reappoint violated due process [as outlined in these bylaws or in the procedures developed by the administration and faculty (see Part Two, Article II, Section 1)] or was based upon discriminatory or prejudicial treatment may request review by the Committee on Academic Freedom and Grievance. The petitioning faculty member shall have the burden of introducing evidence sufficient to support a decision that the non-renewal resulted from a failure to follow due process or that the decision was based upon discriminatory or prejudicial facts and reasons. Review on appeal shall be limited to these areas of consideration.

Notice of non-reappointment will be given in writing in accordance with the following:

- a. For a full-time faculty member who has served less than one academic year, notice shall be given no later than March 1 of that academic year.
- b. For a full-time faculty member who has more than one year of service at Jacksonville University, notice of a terminal contract shall be given no later than September 15 of the terminal year.

In cases of removal for cause, and only if immediate harm to the individual or others is threatened by continuance, the faculty member shall be temporarily suspended by the president after consultation with the Committee on Academic Freedom and Grievance or assigned to other duties in lieu of suspension. Temporary suspension is appropriate only pending a hearing. Salary shall not be withheld during the period of temporary suspensions.

ARTICLE IX

TERMINATION OF A TENURED FACULTY MEMBER

Section 1. Reasons for Termination

Termination of a tenured faculty member's position may be carried out by the University only for financial exigency, for professional incompetence, or for cause, but not to restrain his or her academic freedom.

Section 2. Financial Exigency

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1308

1309 Prior to a declaration of financial exigency by the University which could result in the
1310 termination of a faculty member's position, the Planning and Budget Committee must
1311 participate in the decision that a condition of financial exigency exists or is imminent. In
1312 such situations, after full justification is presented to the Faculty Assembly at a formal
1313 meeting, faculty reduction may take place.

1314

1315 When reduction for financial exigency is justified, it shall be done in the following order:

1316

1317 • Non-tenured faculty members: Annual evaluations shall be used as criteria.
1318 Tenured faculty members within the unit shall meet and forward a
1319 recommendation to be forwarded to the academic unit administrator. The dean, in
1320 consultation with the college's existing tenure and promotion committee or unit
1321 administrator, when appropriate, shall make final recommendation to the CAO.

1322

1323 • Tenured faculty members: Reduction among tenured faculty members may then
1324 take place on the basis of consistency with the University's mission and vision.
1325 The annual evaluations, departmental needs, University needs, and the
1326 recommendations of the unit administrators, deans, and CAO shall be used as
1327 criteria. Efforts shall be made prior to termination to place the faculty member in
1328 an appropriate position.

1329

1330 A tenured appointment terminated due to financial exigency shall not be filled by a
1331 replacement for three years, unless the released faculty member has first been offered the
1332 reappointment in writing and given a reasonable time to accept or decline it.

1333

1334 If questions arise about the financial survivability of the institution and the need to
1335 eliminate entire programs and departments, the Planning and Budget Committee, the
1336 Curriculum Committee, the Core Curriculum Committee, and the Executive Committee
1337 shall meet jointly to form recommendations to make to the CAO.

1338

1339 **Section 3. Removal for Professional Incompetence**

1340

1341 Removal for professional incompetence may result after a tenured faculty member,
1342 placed on probation for two consecutive years following a post-tenure review, fails to
1343 make documented progress towards fulfilling the criteria for a successful review (see Part
1344 Two, Article II, Section 7) as indicated in annual evaluations with her/his unit head. The
1345 faculty member will be supported throughout this process with a combination of
1346 committed administrative feedback, mentorship, and opportunity to fulfill the criteria.

1347

1348 The University Committee on Tenure and Promotion may review the FAAR(s) and
1349 annual evaluation(s) upon request of the faculty member and submit a recommendation
1350 supporting or not supporting the unit head's findings to the CAO. If the faculty member
1351 is still deemed unsuccessful by his/her unit head at the end of the two-year probationary

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1352 period, notice of termination must follow the time guidelines set forth in Article VIII
1353 category c. Under these conditions, a final recommendation supporting or not supporting
1354 the termination decision will be submitted by the Committee on Tenure and Promotion to
1355 the CAO.

1356

1357 **Section 4. Removal for Cause - Due Process**

1358

1359 With the exception of discrimination and harassment cases, removal for cause must be
1360 based upon greater weight of the evidence that the faculty member should not continue to
1361 fulfill the terms and conditions of his or her appointment.

1362

1363 In the case of removal for cause, the termination procedure must guarantee due process
1364 and shall be preceded by these steps:

1365

- 1366 1) Discussions between the faculty member and the CAO looking toward a mutual
1367 settlement-
- 1368
- 1369 2) A full hearing by the Committee on Tenure and Promotion. If termination is
1370 considered too severe, the committee shall recommend to the president at the
1371 conclusion of its hearing one of the following: dismissal of charges, written
1372 reprimand placed in the permanent file, probation, suspension with or without
1373 pay, reduction in pay, or reduction in rank. The proceeding shall be kept
1374 confidential.
- 1375
- 1376 3) The president may accept the Committee's recommendation, reject it, or refer it
1377 back for reconsideration in light of new evidence or hearing irregularities. Prior to
1378 the final decision being rendered, the president or the faculty member may initiate
1379 a mutual meeting.

1380

1381 **Section 5. Removal for Cause – Discretionary Suspension**

1382

1383 Pending the final decision, and only if immediate harm to the individual or others is
1384 threatened by continuance, the faculty member shall be temporarily suspended by the
1385 president after consultation with the Committee on Tenure and Promotion or assigned to
1386 other duties in lieu of suspension. Temporary suspension is appropriate only pending a
1387 hearing. Salary shall not be withheld during the period of temporary suspension.

1388

1389 **Section 6. Termination Contingencies**

1390

1391 Upon termination for cause and upon recommendation of the Committee on Tenure and
1392 Promotion or of the president after consultation with the Committee on Tenure and
1393 Promotion, salary may be continued for a period not to exceed 12 months.

1394

1395 **Section 7. Regarding Administrators with Faculty Rank**

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1396

1397 The regulations in this Article shall apply to administrative personnel who hold faculty
1398 rank, but not in their capacity as administrators.

1399

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ARTICLE X

1402

1403

OUTSIDE EMPLOYMENT AND LEAVES OF ABSENCE

1404

Section 1. Outside Employment

1406

1407 Individuals accepting full-time faculty employment at Jacksonville University recognize
1408 that their primary professional responsibility is to the fulfillment of their obligations to
1409 Jacksonville University. Full-time faculty engaged in outside employment shall inform
1410 their immediate supervisor of such employment, make certain that this outside
1411 employment does not represent a conflict of interest with employment at the University,
1412 and not accept an employment schedule that could or does present a conflict with duties
1413 and responsibilities as full-time employees of the University. Declarations of outside
1414 employment will be requested by the CAO's office by May 15 and must be submitted to
1415 the CAO's office by July 1 of each year.

1416

Section 2. Leaves Without Pay (Unpaid Sabbaticals)

1418

1419 Leaves without pay may be granted upon written request to the /unit administrator who
1420 shall forward a recommendation to the dean, and then to the CAO. Such leaves do not
1421 count toward accumulation of time for tenure appointment, although a tenure
1422 appointment already granted is not affected by such leave.

1423

Section 3. Leaves With Pay (Paid Sabbaticals)

1425

1426 When financially feasible, the University shall provide for leaves of absence with pay.
1427 The faculty member must be tenured at the time of application. The faculty member may
1428 apply for one semester at full-pay, or two semesters at half-pay, or two semesters at full
1429 pay with half-time teaching load. A faculty member becomes eligible to apply for leave
1430 with pay after a minimum of five consecutive years of service at Jacksonville University.
1431 Faculty will submit a proposal outlining their plan to the unit administrator and to the
1432 Faculty Affairs Committee a full year prior to the leave start date. No more than ten
1433 percent of the eligible faculty members may be awarded leaves with pay during any given
1434 semester. A faculty member may reapply for subsequent leaves after five additional years
1435 of service, not including the year on leave. Faculty receiving leaves with pay are expected
1436 to return to their full-time teaching positions.

1437

1438 In order to be considered for compensated professional leave, a faculty member must
1439 submit a written statement of plans for scholarly work that can be expected to enhance

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1440 the individual's professional development and the academic reputation of Jacksonville
1441 University, and which can justify the length of the leave time requested. Examples of
1442 such work include, but are not limited to, scholarly activities (e.g. research and creative
1443 activity), and continuing education. Requests for leaves with pay require recommendation
1444 by the Faculty Affairs Committee, the unit administrator, the academic dean, and the
1445 CAO. Upon completion of the period of leave the faculty member shall describe their
1446 activities in their faculty annual activities report.

1447

1448 Time spent by a faculty member on leave with pay shall be credited toward years of
1449 service on the same basis as if the faculty member were in residence at Jacksonville
1450 University.

1451

1452 On written request, special assignment with pay may be granted by the CAO for
1453 scholarly or professional work beneficial to the academic reputation of the University.

1454

1455

1456 **PART THREE: ADOPTION AND APPROVAL OF THE BYLAWS**

1457

1458

ARTICLE I

1459

1460 **PROCEDURE FOR AMENDMENT OF THESE BYLAWS**

1461

1462 **Section 1. Presentation**

1463

1464 Proposed amendments may be presented in writing to the Faculty Assembly at any
1465 regular meeting. Proposed amendments may be initiated by petition of ten percent or
1466 more of the members of the Faculty Assembly or by any standing committee.

1467

1468 **Section 2. Adoption**

1469

1470 After presentation, a properly proposed amendment shall be voted on by the Faculty
1471 Assembly at the next regular meeting or at a regular meeting designated by the chair of
1472 the faculty. Acceptance shall be by two-thirds majority of those voting on the proposal.
1473 Adopted amendments shall be forwarded by the chair of the faculty to the CAO, and then
1474 to the president for approval and forwarding to the Board of Trustees for approval.

1475

1476 **Section 3. Effective Date**

1477

1478 Any approved amendment shall take effect upon approval by the Board of Trustees.

1479

1480

1481

ARTICLE II

1482

1483

AUTHORITY OF THESE BYLAWS

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1485 Subject to the Charter of the University and the Bylaws of the Board of Trustees, which
1486 shall prevail in the event of conflict, these bylaws shall take precedence over publications
1487 and regulations which pertain or refer to these bylaws.

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1490

ARTICLE III

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1492

METHOD OF ADOPTION

1493

Section 1. Approval

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These bylaws shall become effective upon approval by the faculty, the CAO, the President, and the Board of Trustees.

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Note: These articles constitute rules established by Jacksonville University to govern the personnel and contractual affairs of the faculty. The President (or his/her designee) has the authority to promulgate workplace policies and procedures on the operation of the University or as otherwise required by law and nothing in these bylaws should be construed as limiting the President's authority in this regard.

[end document]