

Faculty Review Committee Bylaws

Article 1. Name

- 1.1 The name of the organization shall be the Faculty Review Committee (FRC) of the Northern Michigan University Chapter of the American Association of University Professors and American Federation of Teachers local 6761 (hereafter referred to as the AAUP).

Article 2. Purpose

- 2.1 To review promotion, tenure, continuing contract status, merit awards, and sabbatical leave recommendations. Delays in processing any faculty member's recommendation documents and delays in decision making shall not impede the remaining work of the Committee.
 - 2.1.1 In the instance where a recommendation for promotion, tenure, or continuing contract status must be held over until a future time, the criteria for determining the decision shall be based upon the criteria in effect during the academic year of that recommendation.
 - 2.1.2 The FRC will act on appeals of the College Advisory Councils' (CACs) sabbatical leave recommendations, appeals of deans' tenure, promotion, and continuing contract status recommendations, and per Article 10 of the Master Agreement, appeals related to disciplinary action or dismissal.
- 2.2 The FRC shall review the bylaws and procedures of the CACs and inform them in writing of any revisions in those bylaws deemed appropriate by the FRC, as provided for in Article 3 of the Master Agreement. This review is intended to assure that these bylaws are in conformance with the Master Agreement between the AAUP and the Northern Michigan University Board of Trustees (hereafter referred to as the Board).

Article 3. Membership

- 3.1 Members
 - 3.1.1. Membership of the Faculty Review Committee (FRC) shall be determined as set forth in Article 3 of the Master Agreement between the AAUP/NMU Chapter and the Board. Membership shall be open to members of the bargaining unit, in good standing.
 - 3.1.2. The FRC will be composed of not more than seven (7) members at the rank of Associate Professor or above as designated by the AAUP. At least two (2) members must hold the rank of Professor and not more than

- one (1) member may be non-tenured.
- 3.1.3. Representation on the FRC shall consist of the following: two (2) members from the College of Arts and Sciences, one (1) from the College of Health Sciences and Professional Studies, one (1) from either the College of Business or Library and Instructional Support, and three (3) at large members. Should there be no individual wishing to represent a particular college, that seat may be filled by a member elected at large. In addition, there shall be three (3) alternates who serve with voting privileges when regular members cannot be present at a meeting. Alternates may come from any college.
 - 3.1.4. Each member and alternate shall be from a different department.
 - 3.1.5. Members and alternates shall be elected as provided for by the AAUP Executive Committee.
 - 3.1.6. Any member or alternate of the FRC shall resign or take a leave of absence from the Committee, if serving on the AAUP Executive Committee or on a CAC.
 - 3.1.7. The terms of members shall be staggered to ensure continuity.
 - 3.1.8. Recall of the FRC as a whole can be accomplished by a two-thirds vote of the AAUP membership. Such a vote would be brought if the AAUP Executive Committee, upon petition of one or more faculty members or on its own initiative, presents to the AAUP membership written evidence that the FRC has violated the Master Agreement between the AAUP and the Board or the FRC bylaws. If a recall is successful, the AAUP Executive Committee shall immediately provide for the selection of a new FRC.

3.2. Officers

- 3.2.1. The FRC shall elect a chair and a vice chair from among its members.
 - 3.2.1.1. The duties of the chair shall be: (a) to call meetings of the FRC, and (b) to preside at the meetings of the FRC.
 - 3.2.1.2. The duties of the vice-chair shall be: (a) to take meeting minutes, (b) to assist the chair in the execution of their duties, and (c) to serve as chair in the event of the incapacity of the chair.
- 3.2.2. The officers of the FRC are elected for one (1) year terms.
- 3.2.3. Election of the officers for the following academic year will be done by February 1.

Article 4. Meetings and Procedures

- 4.1 The FRC shall meet during the fall and winter semesters of the academic calendar year to review recommendations for promotion, tenure, continuing contract status, merit awards, and sabbatical leave. Delays in processing any faculty member's recommendation documents and delays in decision making shall not impede the remaining work of the Committee.
- 4.2 All procedural questions shall be determined by a simple majority of the voting members as defined in Article 3.
- 4.3 No member of the FRC shall be present at the meeting if any of the following apply.
 - 4.3.1 When making decisions about tenure, promotion, or continuing contract status for themselves.
 - 4.3.2 When making decisions about tenure, promotion, or continuing contract status for a member of their department.
 - 4.3.3 When making decisions about someone who would be excluded by the university's nepotism policy.
 - 4.3.4 When having acted upon a given faculty member's sabbatical, promotion, tenure, or continuing contract status decision at the CAC level.
 - 4.3.5 When joining a particular discussion involves a conflict of interest.
- 4.4 Until the formal letters are received by applicants, there shall be no discussion of individual applications for tenure, promotion, or continuing contract status with committee members who are not participating in the decision.
- 4.5 No member applying for sabbatical leave will participate in the ranking and discussion of sabbatical applications.
- 4.6 No member applying for a merit award will participate in the discussion of merit award applications.
- 4.7 All promotion, tenure, continuing contract status, merit awards, or sabbatical leave recommendations shall be made by a simple majority of the regular committee members (or alternates as may be required).
- 4.8 Sabbatical Leaves
 - 4.8.1 Sabbatical applications must be submitted on AAUP approved forms. Eligibility guidelines and requirements for sabbatical leaves shall be in accordance with Article 8 of the Master Agreement.
 - 4.8.2 The FRC shall first rank-order the sabbatical leave applications and recommend the allocation of available sabbatical funds, and forward these recommendations to the Provost and Vice President for Academic Affairs in accordance with Article 8 of the Master Agreement. The criteria used shall be in accordance with Article 8 of the Master Agreement.

4.8.3 The FRC shall be provided with a copy of all sabbatical leave reports for review as stipulated in Article 8 of the Master Agreement.

4.9 Promotion, Tenure, Continuing Contract Status

- 4.9.1 The FRC shall conduct a thorough review of the recommendations for promotion, tenure, and continuing contract status submitted by the deans or by appeal of the faculty member as specified in Article 5 of the Master Agreement. The purpose of this review shall be to ensure that the provisions of the Master Agreement between the AAUP and the Board are adhered to in each case as appropriate.
- 4.9.2 Recommendations for promotion, tenure, and continuing contract status by the FRC shall be based on evidence of meeting the eligibility and judgmental (merit) criteria as set forth in Article 5 of the Master Agreement, departmental bylaws and CAC bylaws or procedures.
- 4.9.3 Exceptions to the Eligibility Criteria set forth in Article 5 of the Master Agreement and/or the appropriate departmental bylaws shall be made only in cases allowed by the Master Agreement.
- 4.9.4 Promotion recommendations shall be made independently of tenure or continuing contract status recommendations.
- 4.9.5 The faculty member's cumulative evaluation report and appropriate documentation shall form the basis for the FRC's review. The burden for the completeness of this report is the responsibility of the faculty member and the departmental evaluation authority.
- 4.9.6 The cumulative evaluation report submitted to the FRC shall include convincing evidence to substantiate evaluative statements, such as a detailed account of past accomplishments, improvements in performance, etc., with appropriate documentation. In the event that the FRC wishes to see any of this evidence which has not been included in the documentation accompanying the cumulative evaluation report, it shall request the faculty member to provide it.
- 4.9.7 The FRC shall be notified in writing by the reviewing bodies regarding the decision for each applicant.
- 4.9.8 In instances where the FRC determines that it needs clarification of a written document of a faculty member for promotion, tenure, or continuing contract status the FRC shall notify all appropriate parties (the individual, departmental head, departmental evaluation authority, the CAC, and the dean) of the specific aspect to be clarified. The FRC will need that written clarification within ten (10) calendar days of the dated FRC request. Questions as to whether such a request involves clarification or new material will be resolved

according to Article 5 of the Master Agreement.

- 4.9.9 All promotion, tenure, or continuing contract status recommendations forwarded to the Provost and Vice President for Academic Affairs shall be in the form of a definitive recommendation for promotion or tenure, not in the form of a ranking.
- 4.9.10 Committee members shall maintain confidentiality regarding the content of a faculty member's cumulative evaluation report and the details of their deliberations on individual promotion, tenure, or continuing contract status cases. The nature of this confidence allows FRC to explain the reasons for the FRC's recommendation to any of the parties directly involved in a promotion, tenure, or continuing contract status decision.
- 4.9.11 For faculty not recommended for promotion, tenure, or continuing contract status, the FRC shall provide a written statement of the specific reason(s) for its decision as required by Article 5 of the Master Agreement. Faculty recommended for promotion, tenure, or continuing contract status shall also be notified of the FRC's decisions in their cases.
- 4.9.12 In instances where the FRC has determined that it will not recommend promotion, tenure, or continuing contract status for a faculty member, that faculty member may request in writing a meeting with the FRC. In the request, the faculty member shall specify those parts of the FRC's statement of reasons which they wish to be clarified. The FRC shall arrange a meeting of reasonable length (as determined by the FRC) between the faculty member and the FRC. This meeting is not an appeal process. Subsequently, the faculty member may wish to appeal the FRC's recommendation to the Provost and Vice President for Academic Affairs in accordance with Article 5 of the Master Agreement.
- 4.9.13 A decision by the FRC not to recommend the faculty member shall not prejudice the faculty member in subsequent recommendations or evaluations.
- 4.9.14 In instances where the FRC overrules the recommendation of a dean, the specific reasons for this decision shall be communicated in writing to the dean, and a copy of this letter shall be sent to the appropriate faculty member.
- 4.9.15 The FRC shall consult with the Provost and Vice President for Academic Affairs prior to the PVPAA determination of recommendations for promotion, tenure, or continuing contract status made to the President and the Board in accordance with Article 5 of the Master Agreement.
- 4.9.16 The FRC shall review the reasons given by the Provost and Vice President for Academic Affairs in those cases where their decision departs from the recommendation of the FRC.

4.10 Merit Awards

4.10.1 The FRC will make a recommendation for merit awards in accordance with Article 9 of the Master Agreement.

4.11 FRC Reports

4.11.1 Following the FRC's determination of its recommendations for sabbatical leaves, the FRC shall communicate in writing to the AAUP the names of those faculty members recommended and the number of applications for sabbatical leave received by the FRC. This same report shall be submitted to the AAUP at the same time as its recommendations of rankings to the Provost and Vice President for Academic Affairs as stipulated in the Master Agreement.

4.11.2 Following the FRC's determination of its recommendations for promotion, tenure, and continuing contract status, the FRC shall communicate in writing to the AAUP and the Provost and Vice President for Academic Affairs, the names of those recommended for tenure or continuing contract status, and the names of those recommended for promotion by rank. This report shall include the total number of applicants for promotion to each rank and the total number of applicants for tenure or continuing contract status. This report shall also include an account of the positive and negative recommendations made by the lower reviewing bodies for each rank and tenure.

4.11.3 Nothing in this section shall be taken to conflict with the confidentiality requirements established in these bylaws.

Article 5. Bylaw Amendment & Ratification Procedures

5.1 Any amendments of the bylaws shall require approval by no less than two-thirds of the total membership (regular and alternate members) of the Committee. If the FRC decides to amend its bylaws, it shall submit the proposed changes to the AAUP and the Provost and Vice President for Academic Affairs for approval. Any changes in subsequent contracts between the AAUP and the Board shall be reflected in the bylaws used by the FRC. The FRC shall not modify its bylaws once it has started reviewing recommendations and appeals for promotion, tenure, or continuing contract status for that particular academic year.

5.2 These bylaws shall become operating procedures for the FRC following approval by no less than two-thirds of the members (including alternates) and subsequent approval from the AAUP and the Provost and Vice President for Academic Affairs.

Last Revised: March 28, 2024

Approved (PVPAA): March 30, 2024