

# Policy 4000: Composition & Authority of the Faculty

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Dear Faculty,

Thank you to everyone who has already provided comments and feedback on Policy 4000 of the Faculty Code. The comments and insights already received were carefully considered by the Faculty Code Policy Development Committee and have been instrumental in shaping the current working draft of this policy.

Policy 4000: Composition and Authority of the Faculty (formerly Policy 401) describes the structure and jurisdiction of our academic community, specifically the faculty. Below is a summary of the key changes and clarifications reflected in the current draft:

- **Four Distinct Faculty Categories:** Faculty members are now formally appointed into one of four separate categories: (1) tenured or tenure-eligible; (2) professional appointments; (3) limited appointments; and (4) emeriti appointments.
- **Minimum FTE Requirements:** To ensure consistency across the university, appointments for both tenured/tenure-eligible and professional faculty categories cannot be made for less than 0.5 FTE.
- **Clarified Organizational Structures:** The draft defines “academic units” and “academic departments,” noting that while all departments are units, entities like the Library and Extension are academic units but not departments.
- **Expanded Professional Ranks:** The policy now details eight specific professional ranks, including Lecturer, Clinical, Research, Federal Cooperator, Federal Research, Professional Practice, State Cooperator, and Professional Practice Extension.
- **Appellate Power and Meeting Protocols:** New language formalizes the faculty's appellate power to review, modify, or repeal Faculty Senate actions through special meetings. It also sets a quorum for binding votes at 50% of eligible faculty plus one.

Revision of Section 2.8: Authority of the Faculty. Section 2.8 has been revised to comply with the requirements of Utah Code § 53H-3-303. Section 2.8 clarifies that the authority of the faculty and the Faculty Senate is based on Utah law and the regulations of the Utah Board of Higher Education (UBHE). Key updates include:

- **Compliance with State Law:** Language has been added to specify that in the event of a conflict between policy 4000 and Utah law or UBHE regulations, state law and UBHE regulations will supersede the policy.
- **Statutory vs. Institutional Authority:** As outlined in Utah Code § 53H-3-303, the draft now distinguishes between the faculty's Statutory Authority over academic requirements and course curriculum, and the faculty's Institutional Authority (granted by the President) to participate in program modifications and faculty status matters like tenure and promotion, among other things.

In revising Section 2.8, the Faculty Code Policy Development Committee considered principles promulgated by the American Association of University Professors regarding authority of faculty and engaged in benchmarking of other Utah Institutions' policies regarding authority of the faculty and faculty senate alongside Utah Code § 53H-3-303. The changes to Section 2.8 bring

USU into alignment with the requirements of state law while continuing to recognize and value the importance of faculty involvement and expertise in academic matters.

We invite you to review this current draft and provide additional feedback through this [online survey](#). Your continued participation ensures that these policies effectively support our academic mission and faculty governance.

## University Policy 4000: Composition and Authority of the Faculty

**Category:** Academic Affairs

**Subcategory:** Faculty Code

**Covered Individuals:** Faculty

**Responsible Executive:** President

**Policy Custodian:** Provost and Executive Vice President

**Last Revised:** 2026/MM/DD

**Previous USU Policy Number:** 401

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### 4000.1 PURPOSE AND SCOPE

This policy explains the composition and authority of the University's faculty (the "Faculty"), including a description of ranks. It also describes certain general principles governing faculty and calling of faculty meetings.

### 4000.2 POLICY

#### 2.1 Faculty Membership

Utah State University is an institution of higher education composed of multiple, geographically dispersed campuses, Extension offices, and other locations, each of which employs faculty. The Faculty is comprised of the President, the Provost, academic deans, and other members of the tenured and tenure-eligible faculty, faculty with professional appointments, faculty with limited appointments, and emeriti faculty as defined herein. All appointed faculty, without regard to which location they are assigned, are members of the Utah State University faculty.

While Faculty are afforded certain rights and responsibilities by nature of their Faculty status (see e.g., USU Policy 4001: The Faculty Senate and Its Committees; USU Policy 4002: Academic Freedom and Professional Responsibility; USU Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention, and USU Policy 4006: Academic Due Process: Sanctions and Hearing Procedures, etc.), they are employees of the University, and as such, are subject to and expected to comply with broader University policies, procedures, and state and federal law governing employment.

#### 2.2 Definitions

##### 2.2.1 Faculty Defined; Faculty Categories

The terms "Faculty" and "Faculty Members" mean University employees, as described under Policy 4000, that are appointed for the purpose of carrying out one or more of the following primary functions of the University: (1) academic instruction and technical training; (2) enlargement of knowledge through research and other creative activities; and (3) dissemination of knowledge through extension, librarianship, service, community engagement, and other methods.

Faculty members receive appointments in one of the following four separate categories: (1) tenured or

tenure-eligible appointments, (2) professional appointments without eligibility for tenure, (3) limited appointments without eligibility for tenure, and (4) emeriti appointments.

### **2.2.2 Academic Units and Academic Departments Defined**

An “academic unit” is a group of faculty with teaching, research, extension, or other academic functions and is led by a dean or vice president (or department head in the case of academic departments). To be designated an academic unit, the group of faculty must fulfill all of the following criteria: (a) have an identifiable curriculum or formal description in current University catalogs or other publications; (b) have a separate, identifiable budget; (c) be designated an academic unit by decision of the Educational Policies Committee, ratification of the Faculty Senate, and approval of the President, the Board of Trustees and notification of the Utah Board of Higher Education.

An “academic department” (a type of academic unit) is a group of faculty with teaching and/or research responsibilities, led by a department head. To be designated an academic department, the group of faculty must fulfill all of the following criteria: (a) offer or administer a degree, certificate, or some other official credential of the University; (b) have an identifiable curriculum and formal description in current University catalogs or other publications; (c) have a separate identifiable budget; and (d) be designated an academic department by decision of the Educational Policies Committee, ratification of the Faculty Senate, and approval of the President, the Board of Trustees and notification of the Utah Board of Higher Education. In 4000-level policies, the terms “academic department” and “department” are synonymous.

All academic departments are academic units. The Library and Extension are academic units, not academic departments.

The term “school” has been used in different ways at the University. In most cases, a “school” is the equivalent of an “academic department.” An exception is the Jon M. Huntsman School of Business, which is the equivalent of a “college.”

## **2.3 The Tenured and Tenure-Eligible Faculty**

### **2.3.1 Description and Eligibility**

Tenured and tenure-eligible faculty are individuals appointed to carry out the University's scholarly and educational functions and who have been or may be granted permanent status (See USU Policy 4004: Tenured and Term Appointments: Evaluation, Promotion and Retention). Tenured and tenure-eligible faculty receive their appointments within their respective academic unit. All faculty in this category either hold tenure or have entered the process that may lead to the granting of tenure. Tenured and tenure-eligible faculty appointments will not be made for less than 0.5 FTE.

### **2.3.2 Academic Ranks: Professorial Faculty**

Tenured and tenure-eligible faculty members appointed to an academic department hold one of the following professorial ranks: Instructor, Assistant Professor, Associate Professor, or Professor. See USU Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention and USU Policy 4003 Faculty Appointments for a detailed discussion of the criteria for appointment or promotion for these ranks.

### **2.3.3 Academic Ranks: Librarians**

Faculty members appointed to the academic unit of the library hold one of the following ranks: Affiliate Librarian, Assistant Librarian, Associate Librarian, or Librarian. See USU Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention and USU Policy 4003 Faculty Appointments, for a detailed discussion of the criteria for appointment or promotion for these ranks.

### **2.3.4 Academic Ranks: Extension**

Faculty members appointed to the academic unit of Extension and who fulfill general Extension

responsibilities hold one of the following ranks: Extension Instructor, Extension Assistant Professor, Extension Associate Professor, or Extension Professor. See USU Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention and USU Policy 4003: Faculty Appointments for a detailed discussion of the criteria for appointment or promotion for these ranks.

### **2.3.5 Exceptions**

Under extraordinary circumstances, exceptions to USU Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention may be made to the qualifications for appointment to the various tenure-eligible academic ranks in order to fulfill the mission of the University. Such exceptions require a petition to and approval by the Provost and must specify a time period by which the appointed Faculty Member(s) will satisfy the usual qualifications for appointment.

## **2.4 Faculty with Professional Appointments**

### **2.4.1 Description and Appointment Requirements**

Faculty with professional appointments are individuals appointed to perform specialized academic duties that make substantial and regular contributions to a University academic unit, but do not have the permanence of appointment of tenured faculty.

Professional appointments are for one academic or fiscal year in duration and are automatically renewed based on: (1) satisfactory performance (See USU Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention, and USU Policy 4006: Academic Due Process: Sanctions and Hearing Procedures) and (2) availability of funding (See USU Policy 4006: Academic Due Process: Sanctions and Hearing Procedures). Notice of non-renewal of any professional appointment must be provided in accordance with USU Policy 4006: Academic Due Process: Sanctions and Hearing Procedures. Faculty members who hold a professional appointment have no claim to a de facto permanent appointment based on length of service. Professional appointments are established only in an academic unit.

Appointments for less than one academic or calendar year constitute appointment to the temporary, not professional appointment ranks (See Section 2.5.2.3). Professional faculty appointments will not be made for less than 0.5 FTE.

### **2.4.2 Academic Ranks**

The academic ranks for faculty with professional appointments are (1) Lecturer, (2) Clinical, (3) Research, (4) Federal Cooperator, (5) Federal Research, (6) Professional Practice, (7) State Cooperator, and (8) Professional Practice Extension, each of which is described in detail below.

#### *2.4.2.1 Lecturer Ranks*

Faculty members whose primary function is to teach will hold one of the following ranks: Lecturer, Senior Lecturer, or Principal Lecturer. Lecturers are uniquely qualified for their appointment through educational attainment.

#### *2.4.2.2 Clinical Ranks*

Faculty members who supervise students in clinical practicum, residency, and intern programs and/or have responsibility for clinical practice or service will hold one of the following ranks: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

#### *2.4.2.3 Research Ranks*

Faculty members whose primary function is research and whose source of funding is primarily extramural will hold one of the following ranks: Research Assistant Professor, Research Associate Professor, or Research Professor. Appointment to any research rank requires a terminal degree or its equivalent.

#### 2.4.2.4 *Federal Cooperator (FC) Ranks*

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the University is equivalent to professorial faculty, and who serve as faculty under cooperative agreements between the University and the federal government (e.g., U.S. Department of the Interior, Fish and Wildlife Service) will hold one of the following ranks: Instructor (FC), Assistant Professor (FC), Associate Professor (FC), or Professor (FC). Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.

#### 2.4.2.5 *Federal Research (FR) Ranks*

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the University is research, and who serve as faculty under agreements between the University and the federal government (e.g., U.S. Department of Agriculture) will hold one of the following ranks: Assistant Professor (FR), Associate Professor (FR), or Professor (FR). Appointments to federal research ranks are made only in academic units where such agreements exist.

#### 2.4.2.6 *Professional Practice Ranks*

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to an academic program by administration, teaching, mentoring, advising, service, research, or other responsibilities based on their professional experience will hold one of the following ranks: Professional Practice Instructor, Professional Practice Assistant Professor, Professional Practice Associate Professor, or Professional Practice Professor.

#### 2.4.2.7 *State Cooperator (SC) Ranks*

Faculty members who are state-level employees, who are paid by government agencies of the state other than Utah State University, whose primary function at the University is equivalent to professorial faculty, and who serve as faculty under cooperative agreements between the University and state government (e.g., Utah Department of Natural Resources) will hold one of the following ranks: Instructor (SC), Assistant Professor (SC), Associate Professor (SC), or Professor (SC). Appointments to state cooperator ranks are made only in academic units where such cooperative agreements exist.

#### 2.4.2.8 *Professional Practice Extension Ranks*

Faculty members with substantial professional experience and expertise in a specific professional extension arena outside of academe, who contribute to an academic program by extension, teaching, mentoring, advising, service, research, or other responsibilities based on their professional experience will hold one of the following ranks: Professional Practice Extension Instructor, Professional Practice Extension Assistant Professor, Professional Practice Extension Associate Professor, or Professional Practice Extension Professor.

### 2.4.3 **Limitations on Faculty with Professional Appointments**

#### 2.4.3.1 *No Tenure*

Faculty with professional appointments are not eligible to enter the process that leads to the granting of tenure, unless the faculty member's status is changed.

#### 2.4.3.2 *Changes in Status*

Faculty with professional appointments generally cannot change status from professional appointment faculty to faculty with tenure or tenure-eligibility. A change in faculty status may be granted under exceptional circumstances. The faculty member must have been originally appointed through a competitive search process and must demonstrate a sustained record of success in their current faculty role. Any proposed change in status must originate from the department head or supervisor, require input and support from the department faculty, and must be accompanied by a recommendation from the dean. Final approval of the change in status rests with the Provost.

Faculty with professional appointments may also apply for a tenure or tenure-eligible position as part of an external search process.

#### 2.4.3.3 *Leave*

Faculty with professional appointments are not eligible for sabbatical leave, but may be granted professional leave under appropriate conditions, as determined by the department head or supervisor.

#### 2.4.3.4 *Professional Faculty Participation*

Faculty with professional appointments are eligible to (1) be elected to and vote as a member of the Faculty Senate; (2) participate and vote in department decisions unless limited by department policy; (3) serve as members of faculty committees, except for a Tenure Advisory Committee, Promotion Advisory Committee of tenured faculty, or as otherwise limited by code.

## 2.5 Limited Faculty Appointments

### 2.5.1 Description and Appointment Requirements

Faculty with limited appointments are individuals whose appointments confer a defined association with the University as described below. Such appointments are made to establish an association with professional peers for temporary or part-time service.

Faculty members with limited appointments must possess qualifications and experience commensurate with those required for tenured and/or tenure-eligible or professional appointment faculty. Proposed limited appointments require consultation with the department faculty and approval from the department head, the dean, and the Provost. Periodic performance reviews of faculty members with limited appointments may be conducted. Faculty members with limited appointments are not eligible for tenure. Limited appointments may be removed at any time based on the recommendation of the department head and dean.

### 2.5.2 Academic Ranks

The academic ranks for the faculty with limited appointments are: (1) Adjunct; (2) Visiting; and (3) Temporary, each of which is described in detail below.

#### 2.5.2.1 *Adjunct Ranks*

Individuals from a different department, institution, or organization, or with other professional expertise, can be appointed as adjunct faculty. The term “adjunct” may precede any faculty title in the tenure and professional appointment ranks. Adjunct appointments cannot exceed 50 percent time.

#### 2.5.2.2 *Visiting Ranks*

Faculty members from another academic institution who are professionally interested in collaborating with or engaging in opportunities at USU for one or more semesters may be appointed as visiting faculty. The term “visiting” may precede any faculty title in the tenure and professional appointment ranks.

#### 2.5.2.3 *Temporary Ranks*

Academic units may appoint faculty on a temporary basis. The temporary nature and duration of any such position must be clearly specified in the offer letter at the time of appointment. A temporary appointment is typically for one academic year and may be renewed up to two times. An exception may be made for a long-term international assignment. Temporary appointments will not be used as long-term strategies for accomplishing the duties of academic departments or academic units. The term “temporary” may precede any faculty title in the tenure and professional appointment ranks.

### 2.5.3 Limitations on Faculty with Limited Appointments

### 2.5.3.1 *No Tenure Eligibility*

Faculty members with limited appointments are ineligible for tenure.

### 2.5.3.2 *Limited Appointment Faculty Participation*

Faculty members holding adjunct, visiting, or temporary positions may (1) participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; and (2) serve as members of faculty committees, with the exception of a Tenure Advisory, Promotion Advisory, Faculty Search Committee, or as otherwise limited by code. They may not be counted among the number of faculty members for purposes of apportioning the Faculty Senate members and may not be elected to and vote as members of the Faculty Senate.

## 2.6 *List of Current Faculty*

Each year, the University will publish lists of all current faculty in a readily accessible electronic format, stating each faculty member's category and the academic unit to which they are appointed.

## 2.7 *Emeriti Faculty*

At the time of retirement, a faculty member may be awarded the honorary rank of Emeritus/Emerita Faculty. Faculty members must apply for emeriti status. Emeriti applications shall be reviewed and approved by the department head, the dean, and the Provost, and are subject to final approval of the President.

Emeriti faculty members may continue to serve on existing tenure advisory, promotion advisory, and graduate student committees with the approval of the department head or supervisor. Emeriti faculty may continue to serve as Principal Investigators at the recommendation of the department head and approval of the dean. Emeriti faculty may be permitted to use department resources at the recommendation of the department head and with the approval of the dean. Emeriti faculty do not have voting rights at the University, with the exception of service on the above-mentioned committees.

Emeriti status is a privilege. Emeriti status, or any of the benefits associated with emeriti status, may be revoked at the discretion of the President. Emeriti faculty are not entitled to the process and procedures outlined in USU Policy 4006: Academic Due Process: Sanctions and Hearing Procedures. A list of emeriti faculty will be published annually by the Office of the Provost.

## 2.8 *Authority of the Faculty*

### 2.8.1 **Policy Statement**

#### 2.8.1.1 *American Association of University Professors Principles*

The authority of faculty at USU may reflect principles promulgated by the American Association of University Professors while also complying with Utah law and Utah Board of Higher Education (UBHE) policies. The authority of the faculty and of the Faculty Senate is based on Utah law, UBHE regulations, and university regulations. In the event that language in this Policy conflicts with Utah law or UBHE regulations, such language will have no effect and will be superseded by Utah law and UBHE regulations.

#### 2.8.1.2 *Rights and Responsibilities in University Governance*

Faculty members have the right and responsibility to participate in the governance of the University in accordance with Utah law, Utah Board of Higher Education policies, and University policies.

Methods for faculty participation in University governance should be established wherever faculty responsibility is statutorily or institutionally approved, as set forth below. This is most often achieved

through the Faculty Senate (see Section 2.8.2), but may also include other methods, such as faculty engagement within academic units.

### 2.8.1.3 *Statutory Authority – Academic Requirements and Course Curriculum*

Pursuant to Utah law, the faculty has primary jurisdiction in the following areas:

1. Academic requirements for admission, degrees, and certificates. This includes setting the requirements for degrees/certificates offered, determining when the requirements have been met, and recommending to the President that a degree/certificate be granted; and
2. Course curriculum and instruction.

### 2.8.1.4 *Institutional Authority – Additional Academic-Related Matters*

Pursuant to Utah law, and recognizing the importance of faculty involvement and expertise, the President expressly authorizes the faculty, subject to approval as required by Utah law, UBHE policy, and University policy, to:

1. Develop, create, and endorse new curricula, new courses of study, program assessment/modification, and/or program discontinuation, including stewardship of related proposals through any review process;
2. Develop and recommend academic policy which relates to the educational process;
3. Develop and recommend policy related to curricular matters between and among academic units;
4. Meaningfully participate in faculty status and related matters, such as appointments, reappointments, non-renewals of appointments, dismissals for academic reasons, promotions, and the granting of tenure;
5. Evaluate the work of their colleagues, recognizing that scholars in a particular field or activity are best positioned to judge work relevant to their field or activity;
6. Receive and consider reports from any council, department, division, administrative officer, library, college, or faculty committee and make recommendations to the President regarding academic and faculty matters; and
7. Respond to requests for advice on matters referred by the University President.

## 2.8.2 **Faculty and Administration Communication**

Suggested means of communication among the faculty and University administrators are (a) circulation of memoranda and reports; (b) joint ad hoc committees; (c) standing liaison committees; and (d) membership of faculty members on administrative councils, committees, and other bodies.

## 2.8.3 **Delegation of Authority of the Faculty**

The authority of the faculty, as outlined in this Section, is generally delegated to the Faculty Senate (see USU Policy 4001: The Faculty Senate and Its Committees).

## 2.8.4 **Authority of the Faculty to Review and to Modify Faculty Senate Actions**

Faculty who are eligible to vote in Faculty Senate elections will have the appellate power to review Faculty Senate actions by means of a special meeting. Upon the written petition of 10% of these faculty, or upon the written request of twenty-five Faculty Senators, the faculty must meet to reconsider Faculty Senate actions and to ratify, modify, or repeal them. The petition or request must be submitted to the University President, who serves as chair of the faculty. The University President must call a meeting consistent with the requirements of Section 2.9 below.

## 2.9 **Meetings of the University Faculty**

This section refers to meetings of the university faculty as a whole, which are separate from Faculty Senate meetings.

### 2.9.1 Calling Meetings

Upon receipt by the University President of a written request or a written petition under Section 2.8.3, the University President must call a meeting of the faculty within ten working days to discuss and/or act on issues raised in the request or petition.

The University President may call a faculty meeting for reasons other than those described in Sections 2.8.3 and 2.9.1.

### 2.9.2 Notice

Faculty must receive notice of the aforementioned meetings and the agenda a minimum of five days before the meeting unless the University President waives the notice requirement on the grounds of emergency.

### 2.9.3 Quorum

In cases where a binding vote is desired, a quorum must be present. Fifty percent of faculty eligible to vote in Faculty Senate elections plus one will constitute a quorum. A quorum being present, all actions will be by majority vote of those in attendance with voting power. Meeting procedures will be in accordance with Robert's Rules of Order.

### 2.9.4 Chair and Secretary of the University Faculty

The University President (and, in the President's absence, the Executive Vice President and Provost) is the chair of the faculty and presides over all faculty meetings. The University President will appoint a faculty secretary (the "Secretary"). The Secretary will record all actions of the faculty when it meets and will preserve the records in a form convenient for reference.

## 2.10 Committees of the University Faculty

Faculty committees may be appointed at any time to advise on the work of the University and report back to the appropriate appointing body.

## 4000.3 REFERENCES

- [Utah Code § 53H-3-303](#)
- [Utah Board of Higher Education R223](#), Faculty and Staff Participation in Institutional Boards of Trustees Meetings

## 4000.4 RELATED USU POLICIES

- [Policy 4001: The Faculty Senate and Its Committees](#)
- [Policy 4003: Faculty Appointments](#)
- [Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention](#)
- [Policy 4006: Academic Due Process, Sanctions, and Hearing Procedures](#)

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Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

## RESOURCES

## Contacts

- [Faculty Senate Website](#)
- [Executive Secretary: Michele Hillard](#)

## POLICY HISTORY

Original issue date: 1997/07/01

Last review date: 2026/MM/DD

Next scheduled review date: 2029/05/01

Previous revision dates: 1999/07/01, 2009/03/06, 2010/08/13, 2011/07/08, 2016/03/04, 2019/01/11, 2020/01/10, 2020/05/2020, 2021/09/01

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## University Policy 4000: Composition and Authority of the Faculty

Category: Academic Affairs

~~Sub-Category~~ Subcategory: Faculty Code

Covered Individuals: ~~University~~ Faculty

Responsible Executive: President

Policy Custodian: ~~Office of the~~ Provost and Executive Vice President, ~~Provost and Executive President~~

Last Revised: ~~2021/09/01~~ 2026/MM/DD

Previous USU Policy Number: 401

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### 4000.1 PURPOSE AND SCOPE

This policy explains the composition and authority of the University's faculty, (the "Faculty"), including a description of ~~all ranks~~. It also describes certain general principles governing ~~principles, faculty~~ and calling of faculty meetings.

### 4000.2 POLICY

#### 2.1 Faculty Membership

Utah State University is an institution of higher education ~~comprising~~ composed of multiple, geographically dispersed campuses, Extension offices, and other locations, each of which employs faculty. The Faculty ~~consists~~ is comprised of the President, the Provost, academic deans, and other members of the tenured and tenure-eligible faculty, faculty with ~~term~~ professional appointments, faculty with ~~special~~ limited appointments, and emeritus faculty as defined herein. All appointed faculty, without regard to which ~~campus~~ location they are assigned, are members of the Utah State University faculty.

While Faculty are afforded certain rights and responsibilities by nature of their Faculty status (see e.g., USU Policy 4001: The Faculty Senate and Its Committees; USU Policy 4002: Academic Freedom and Professional Responsibility; USU Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention, and USU Policy 4006: Academic Due Process: Sanctions and Hearing Procedures, etc.), they are employees of the University, and as such, are subject to and expected to comply with broader University policies, procedures, and state and federal law governing employment.

#### 2.2 Definitions

##### 2.2.1 Faculty Defined; Faculty Categories

The terms "Faculty" and "Faculty Members" ~~designate~~ mean University employees, as described under Policy 4000, that are appointed for the purpose of carrying out one or more of the following primary functions of the University: (1) academic instruction and technical training; (2) enlargement of knowledge through research and other creative activities; and (3) dissemination of knowledge through extension, librarianship, service, community engagement, and other methods.

Faculty members receive appointments in one of the following four separate categories: (1) tenured or tenure-eligible appointments; (2) ~~term~~[professional](#) appointments without eligibility for tenure; (3) ~~special~~[limited](#) appointments without eligibility for tenure; and (4) emerit~~us~~[i](#) appointments.

## ~~2.2.1~~[2.2.2](#) Academic Units and Academic Departments Defined

~~The term "school" has been used in two different ways at the university. In all cases but one, a "school" is the equivalent of a "department." In one case, the Jon M. Huntsman School of Business, the term is used as the equivalent of a "college." Throughout the remainder of Section 400, whenever the term "department" appears, it is assumed to encompass all "schools" except the Jon M. Huntsman School of Business. The latter is governed by policies that apply to colleges, not departments. Whenever the term "college" is used in this policy, it will encompass all academic colleges and the Jon M. Huntsman School of Business.~~

An "academic unit" is a group of faculty with ~~an identifiable~~ teaching, research, [extension](#), or other academic ~~mission~~[functions and is led by a dean or vice president \(or department head in the case of academic departments\)](#). To be designated an academic unit, the group of faculty must fulfill all of the following criteria: (a) have an identifiable curriculum or formal description in current University catalogs or other publications; (b) have a separate, identifiable budget; (c) be designated an academic unit by decision of the Educational Policies Committee ~~and~~, ratification of the Faculty Senate, and ~~approved by approval of~~ the President, the Board of Trustees and [notification of the Utah Board of Regents Higher Education](#).

An "academic department" ([a type of academic unit](#)) is a group of faculty with ~~an identifiable~~ teaching, ~~and/or~~ research, ~~or other academic mission responsibilities, led by a department head~~. To be designated an academic department, the group of faculty must fulfill all of the following criteria: (a) offer or administer a degree, certificate, or some other official credential of the University; (b) have an identifiable curriculum and formal description in current University catalogs or other publications; (c) have a separate identifiable budget; ~~and~~ (d) be designated an academic department by decision of the Educational Policies Committee ~~and~~, ratification of the Faculty Senate, and ~~approved by approval of~~ the President, the Board of Trustees and [notification of the Utah Board of Regents Higher Education. In 4000-level policies, the terms "academic department" and "department" are synonymous.](#)

All academic departments are academic units. ~~Two~~ [The Library and Extension are](#) academic units ~~are~~, not academic departments. ~~These are the Library and Extension.~~

[The term "school" has been used in different ways at the University. In most cases, a "school" is the equivalent of an "academic department." An exception is the Jon M. Huntsman School of Business, which is the equivalent of a "college."](#)

## 2.3 The Tenured and Tenure-Eligible Faculty

### 2.3.1 Description and Eligibility

~~The~~ Tenured and tenure-eligible faculty ~~consists of these~~[are](#) individuals appointed to carry out the University's scholarly and educational functions and who have been or may be granted permanent status ([See USU Policy 4004.1.2, Permanence of Appointment Conferred by Tenure](#)). ~~They:~~ [Tenured and Term Appointments: Evaluation, Promotion and Retention](#). Tenured and tenure-eligible faculty receive their appointments within [their respective](#) academic units. All faculty in this category either hold tenure or ~~enter~~[have entered](#) the process that may lead to the granting of tenure. Tenured and tenure-eligible faculty appointments will not be made for less than 0.5 FTE.

### 2.3.2 Academic Ranks: ~~Core~~[Professional](#) Faculty

Tenured and tenure-eligible faculty members appointed to an academic department ~~are the "core" faculty and~~ hold one of the following [professorial](#) ranks: Instructor, Assistant Professor, Associate Professor, or Professor. See [USU Policy 4004.2, Tenure and Promotion: Criteria for Core Faculty Ranks, and Policy 4003.3, Appointment Procedures](#); ~~Tenured or Tenure-Eligible Faculty and Faculty with~~ [and](#) [Term Appointments](#); [Evaluation, Promotion, and Retention and USU Policy 4003 Faculty Appointments](#) for a

detailed discussion of the criteria for appointment or promotion for these ranks.

### 2.3.3 Academic Ranks: Librarians

Faculty members appointed to the academic unit of the library hold one of the following ranks: Affiliate Librarian, Assistant Librarian, Associate Librarian, or Librarian. See [USU Policy 4004.3, Tenure: Tenured and Term Appointments: Evaluation, Promotion: Criteria for Librarians](#), and [Retention and USU Policy 4003.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments](#), for a detailed discussion of the criteria for [appointment or promotion for these ranks.](#)

### 2.3.4 Academic Ranks: Extension

Faculty members appointed to the academic unit of Extension and who fulfill general Extension responsibilities hold one of the following ranks: Extension Instructor, Extension Assistant Professor, Extension Associate Professor, or Extension Professor. See [USU Policy 4004.4, Tenure: Tenured and Term Appointments: Evaluation, Promotion: Criteria for Faculty with Extension Ranks](#), and [Retention and USU Policy 4003.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments](#), for a detailed discussion of the criteria for appointment or promotion for these ranks.

### ~~2.3.5. Academic Ranks: Professional Career and Technical Education~~

~~Faculty members appointed to the School of Applied Sciences, Technology, and Education with responsibilities for professional career and technical education will hold one of the following ranks: Professional Career and Technical Education Instructor, Professional Career and Technical Education Assistant Professor, Professional Career and Technical Education Associate Professor, or Professional Career and Technical Education Professor. See Policy 4004.5, Tenure and Promotion: Criteria for Professional Career and Technical Education Faculty Ranks, and Policy 4003.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a detailed discussion of the criteria for appointment or promotion to these ranks.~~

### ~~2.3.6-2.3.5~~ Exceptions

Under extraordinary circumstances, exceptions to [USU Policy 4000.3, The 4004: Tenured and Tenure-Eligible Faculty, Term Appointments: Evaluation, Promotion, and Retention](#) may be made to the qualifications for appointment ~~into~~ the various [tenure-eligible academic](#) ranks in order to fulfill the mission of the University. ~~Such~~ exceptions require a petition to and approval by the ~~president~~ Provost and must specify a time period ~~for meeting by which~~ the [appointed Faculty Member\(s\) will satisfy the usual qualifications for appointment.](#)

## 2.4 THE FACULTY WITH TERM APPOINTMENTS

### 2.4 Faculty with Professional Appointments

#### 2.4.1 Description and Appointment Requirements

~~The~~ Faculty with ~~term~~ [professional](#) appointments ~~consists of~~ [are](#) individuals appointed to perform specialized academic duties that make substantial and regular contributions to a University academic unit, but do not have the permanence of appointment of tenured faculty.

~~Term~~ [Professional](#) appointments are for one academic or fiscal year in duration and are automatically renewed based on: (1-) satisfactory performance (~~Policies See USU Policy 4004.12.1, Annual Review of Faculty; Tenured and 4006.6, Non-Renewal~~); [Term Appointments: Evaluation, Promotion, and Retention](#), and [USU Policy 4006: Academic Due Process: Sanctions and Hearing Procedures](#)) and (2) availability of funding (~~See USU Policy 4006.6, Non-Renewal~~); [Academic Due Process: Sanctions and Hearing Procedures](#)). Notice of non-renewal ~~of any professional appointment~~ must be provided in accordance with [USU Policy 4003.1.2.4, Professional Services. The faculty member 4006: Academic Due Process: Sanctions and Hearing Procedures. Faculty members](#) who holds a [term professional](#)

appointment has ~~ve~~ no claim to a de facto permanent appointment based on length of service. ~~For those faculty whose salaries depend on extramural funds, the appointment is dependent upon the availability of those funds.~~ Term Professional appointments are established only in an academic unit.

Appointments for less than one academic or calendar ~~year's duration are made~~ year constitute appointment to the temporary, not ~~term professional~~ appointment, ranks (~~Policy 4000-See Section 2.5.2.3, Temporary Ranks~~). Professional faculty appointments will not be made for less than 0.5 FTE.

## 2.4.2 Academic Ranks

The academic ranks for ~~the~~ faculty with ~~term professional~~ appointments follow, are (1) Lecturer, (2) Clinical, (3) Research, (4) Federal Cooperator, (5) Federal Research, (6) Professional Practice, (7) State Cooperator, and (8) Professional Practice Extension, each of which is described in detail below.

### 2.4.2.1 Lecturer Ranks

~~Faculty members whose function it is to teach remedial (0010-0990), lower division (1000-2990), or, on occasion, upper division (3000-4990) university courses, are appointed to one of the following titles: lecturer, senior lecturer, or principal lecturer. Lecturers who are uniquely qualified through education and/or experience may, under special circumstances, teach a course 5000 and above after full consultation between the department head and the faculty of the department that grants credit for the course.~~

Faculty members whose primary function is to teach will hold one of the following ranks: Lecturer, Senior Lecturer, or Principal Lecturer. Lecturers are uniquely qualified for their appointment through educational attainment.

### 2.4.2.2 Clinical Ranks

~~Faculty members~~ the supervision of who supervise students in clinical practicum, residency, and intern programs may be appointed to and/or have responsibility for clinical practice or service will hold one of the following ranks: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor, ~~after full consultation between the department head and the faculty of the department that grants credit in this area.~~

### 2.4.2.3 Research Ranks

Faculty members whose primary function is research and whose source of funding is primarily extramural ~~may be appointed to~~ will hold one of the following ranks: Research Assistant Professor, Research Associate Professor, or Research Professor, ~~after full consultation between the department head and the faculty of the department that grants credit in this area.~~ Appointment to ~~the~~ any research ranks requires a terminal degree or its equivalent.

### 2.4.2.4 Federal Cooperator (FC) Ranks

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the University is equivalent to ~~core~~ professorial faculty, and who serve as faculty under cooperative agreements between the University and the federal government (e.g., U.S. Department of the Interior, Fish and Wildlife Service) ~~may be appointed to~~ will hold one of the following ranks: Instructor (FC), Assistant Professor (FC), Associate Professor (FC), or Professor (FC), ~~after full consultation between the department head and the faculty of the department that grants credit in this area.~~ Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.

### 2.4.2.5 Federal Research (FR) Ranks

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the University is research, and who serve as faculty under agreements between the University and the federal government (e.g., U.S. Department of Agriculture) ~~may be~~

~~appointed to~~will hold one of the following ranks: Assistant Professor (FR), Associate Professor (FR), or Professor (FR), ~~after full consultation between the department head and the faculty of the department that grants credit in this area.~~ Appointments to federal research ranks are made only in academic units where such agreements exist.

#### 2.4.2.6 *Professional Practice Ranks*

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to an academic program by administration, teaching, mentoring, advising, service, research, or other responsibilities based on their professional experience ~~may be appointed to~~will hold one of the following ranks: Professional Practice Instructor, Professional Practice Assistant Professor, Professional Practice Associate Professor, or Professional Practice Professor, ~~after full consultation between the department head and the faculty of the department that grants credit in this area.~~

#### 2.4.2.7 *State Cooperator (SC) Ranks*

Faculty members who are state-level employees, who are paid by government agencies of the state other than Utah State University, whose primary function at the University is equivalent to ~~core~~professorial faculty, and who serve as faculty under cooperative agreements between the University and state government (e.g., Utah Department of Natural Resources) ~~may be appointed to~~will hold one of the following ranks: Instructor (SC), Assistant Professor (SC), Associate Professor (SC), or Professor (SC), ~~after full consultation between the department head and the faculty of the department that grants credit in this area.~~ Appointments to state cooperator ranks are made only in academic units where such cooperative agreements exist.

#### 2.4.2.8 *Professional Practice Extension Ranks*

Faculty members with substantial professional experience and expertise in a specific professional extension arena outside of academe, who contribute to ~~USU's extension mission~~an academic program by ~~administration~~extension, teaching, mentoring, advising, service, research, or other responsibilities based on their professional experience ~~may be appointed to~~will hold one of the following ranks: Professional Practice Extension Instructor, Professional Practice Extension Assistant Professor, Professional Practice Extension Associate Professor, or Professional Practice Extension Professor, ~~after full consultation between the appropriate administrators and faculty.~~

### 2.4.3 **Limitations on ~~Positions: Faculty with Term~~Professional Appointments**

#### 2.4.3.1 *No Tenure-*

Faculty with ~~term~~professional appointments are not eligible to enter the process that leads to the granting of tenure, unless the faculty member's status is changed.

#### 2.4.3.2 *Changes in Status-*

~~All changes in~~ Faculty with professional appointments generally cannot change status from ~~term~~professional appointment faculty to faculty with tenure or tenure-eligibility. A change in faculty status may be granted under exceptional circumstances. The faculty member must have been originally appointed through a competitive search process and must demonstrate a sustained record of success in their current faculty role. Any proposed change in status must originate from the department head or supervisor, require input and support from the department faculty, and must be accompanied by a recommendation from the dean. Final approval of the change in status rests with the Provost. Faculty with professional appointments may also apply for a tenure or tenure-eligible position as part of an external search process.

#### 2.4.3.3 *Leave-*

Faculty with ~~term~~professional appointments are not eligible for sabbatical leave, but may be granted professional leave under appropriate conditions, as determined by the ~~appropriate-~~

~~administrator~~ department head or supervisor.

#### 2.4.3.4 ~~Limitations on~~ Professional Faculty Participation-

Faculty with ~~term~~ professional appointments are eligible to (1) be elected to and to vote for members as a member of the Faculty Senate. ~~The participation in faculty affairs of faculty members holding lecturer, clinical, research, federal research, or professional practice ranks is subject to the following limitations:~~

~~(a) they may; (2) participate in the processes of setting and vote in department decisions unless limited by department policy within their academic units only to the extent determined by their appointing departments, colleges, or other academic units; (b) they may; (3) serve as members of appointed faculty committees and may vote on all matters, except those relating to appointment, retention, tenure, or promotion for a Tenure Advisory Committee, Promotion Advisory Committee of tenured and/or tenure-eligible faculty. Federal and State cooperators ranks are exempt from the foregoing limitations on faculty participation with the following exceptions: they may not serve on committees or vote on matters relating to the appointment, retention, tenure, or promotion of tenure-eligible faculty. faculty, or as otherwise limited by code.~~

## 2.5 ~~FACULTY WITH SPECIAL~~ Limited Faculty Appointments

### 2.5.1 Description and Appointment Requirements

~~The~~ Faculty with ~~special~~ limited appointments ~~consists of these are~~ individuals whose appointments confer a ~~limited~~ defined association with the University as described below. Such appointments are made to establish an association with professional peers for temporary or part-time service.

Faculty members with ~~special~~ limited appointments must possess qualifications and experience commensurate with those required for tenured and/or tenure-eligible or ~~term appointment faculty.~~ Proposed special appointments must be considered by appropriate departmental procedures professional appointment faculty. Proposed limited appointments require consultation with the department faculty and approval from the department head, the dean, and the Provost. Periodic performance reviews of faculty members with limited appointments may be conducted. Faculty members with limited appointments are not eligible for tenure. Limited appointments may be removed at any time based on the recommendation of the department head and dean.

~~Periodic reviews of the performance of faculty members with special appointments may be conducted. Faculty members with special appointments are not eligible for tenure.~~

### 2.5.2 Academic Ranks

The academic ranks for the faculty with ~~special~~ limited appointments ~~follow. are:~~ (1) Adjunct Ranks. Faculty members whose association with an academic department; (2) Visiting; and (3) Temporary, each of which is secondary to an appointment within described in detail below.

#### 2.5.2.1 Adjunct Ranks

Individuals from a different department, institution, or organization, or with other ~~personal and~~ professional ~~interests~~ expertise, can be appointed as adjunct faculty. The term "adjunct" may precede any faculty title in the tenure and ~~term~~ professional appointment ranks. Adjunct appointments ~~are made for less than~~ cannot exceed 50 percent time ~~only.~~

#### 2.5.2.2 Visiting Ranks-

Faculty members from ~~other academic institutions who are participants in a university exchange program or who are employed to teach one or more semesters for an academic department while on leave from~~ another academic institution ~~are who are professionally interested in collaborating with or engaging in opportunities at USU for one or more semesters may be~~ appointed ~~to one of the following ranks:~~ as visiting instructor, visiting assistant professor, visiting associate professor, or visiting

~~professor, faculty.~~ The term “~~temporary~~visiting” may precede ~~all any faculty title in the~~ tenure-eligible academic ranks. In extraordinary circumstances, and professional appointment ranks.

### 2.5.2.3 Temporary Ranks

Academic units may fill~~appoint~~ faculty~~appointments~~ on a temporary basis. The temporary nature and ~~the length~~duration of ~~the term of any~~ such a position must be clearly specified in advance. ~~The term cannot exceed the offer letter at the time of appointment. A temporary appointment is typically for~~ one academic year and ~~is renewable~~may be renewed up to ~~an additional two years~~times. An exception may be made for a long-term international assignment. Temporary appointments ~~shall~~will not be used as long-term strategies for accomplishing the duties of academic departments or academic units. The term “temporary” may precede any faculty title in the tenure and professional appointment ranks.

### ~~2.5.2.4 Career and Technical Education Contract Faculty.~~

~~Faculty members who teach only in career and technical education programs leading to a certificate level credential need to meet requirements specific to the CTE instructional area. These faculty will be hired to instruct in CTE certificate programs on an at-will, contractual basis in alignment with programs that address regional workforce demands. Those appointed as career and technical education contract faculty must have a minimum of six years of documented applicable work experience at an industry defined level of competency, hold current industry credentials, and meet accreditation standards. Up to three years of academic training from an accredited college may be substituted for three years of work experience at the discretion of the hiring committee and dependent upon individual program accreditation standards.~~

## 2.5.3 Limitations on Positions: Faculty with Special~~Special~~Limited Appointments

### 2.5.3.1 No Tenure Eligibility

~~Faculty members with~~ special~~limited~~ appointments are ineligible for tenure.

### 2.5.3.2 Limitations on Appointment Faculty Pparticipation~~.~~

~~The participation of~~ Faculty members holding adjunct, visiting, or temporary, ~~or visiting~~ positions ~~is subject to the following limitations: (a) they may~~may (1) participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; ~~(b) they may serve as voting members of appointed faculty committees except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty and faculty with term appointments; and (2) serve as members of faculty committees, with the exception of a Tenure Advisory, Promotion Advisory, Faculty Search Committee, or as otherwise limited by code. They may not be counted among the number of faculty members for purposes of apportioning the Faculty Senate members and may not be elected to and vote as members of the Faculty Senate. (c) they may not be counted among the number of faculty members for the purposes of apportioning the Faculty Senate members; and (d) they are ineligible to be elected to and to vote for members of the Faculty Senate.~~

## ~~2.6 EMERITUS FACULTY~~

~~At the time of retirement and upon recommendation of the president and the approval of the Board of Trustees, faculty members may be awarded the honorary rank of Emeritus preceding their final academic rank.~~

## ~~2.7 LIST OF FACULTY~~

### 2.6 List of Current Faculty

Each year, the University ~~shall~~will publish ~~a list~~lists of all current faculty in ~~an~~ a readily accessible electronic format ~~that is readily accessible, which states the, stating each~~ faculty member's category

and the academic unit to which they are appointed.

## 2.7 Emeriti Faculty

At the time of retirement, a faculty member may be awarded the honorary rank of Emeritus/Emerita Faculty. Faculty members must apply for emeriti status. Emeriti applications shall be reviewed and approved by the department head, the dean, and the Provost, and are subject to final approval of the President.

Emeriti faculty members may continue to serve on existing tenure advisory, promotion advisory, and graduate student committees with the approval of the department head or supervisor. Emeriti faculty may continue to serve as Principal Investigators at the recommendation of the department head and approval of the dean. Emeriti faculty may be permitted to use department resources at the recommendation of the department head and with the approval of the dean. Emeriti faculty do not have voting rights at the University, with the exception of service on the above-mentioned committees.

Emeriti status is a privilege. Emeriti status, or any of the benefits associated with emeriti status, may be revoked at the discretion of the President. Emeriti faculty are not entitled to the process and procedures outlined in USU Policy 4006: Academic Due Process: Sanctions and Hearing Procedures. A list of emeriti faculty will be published annually by the Office of the Provost.

## 2.62.8 Authority of the Faculty

### **2.8.1 Policy Statement**

#### 2.8.1.1 American Association of University Professors ~~Joint Statement~~ Principles

~~Although this policy statement~~ The authority of faculty at USU may contain some provisions that are the same or similar to certain ~~reflect~~ principles promulgated by the American Association of University Professors (AAUP), this policy statement is not intended to incorporate AAUP principles while also complying with Utah law and ~~interpretations, and any such incorporation by reference is expressly disclaimed.~~ Utah Board of Higher Education (UBHE) policies. The authority of the faculty and of the Faculty Senate is based on Utah law, UBHE regulations, and university regulations. In the event that language in this Policy conflicts with Utah law or UBHE regulations, such language will have no effect and will be superseded by Utah law and UBHE regulations.

#### 2.8.1.2 ~~Faculty Rights and Responsibility~~es for Educational Process in University Governance

~~The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, methods of instruction, and those aspects of student life which relate to the educational process. In those exceptional circumstances when the power of review or final decision of the president is exercised adversely on these matters, it shall be communicated to the faculty.~~

~~Following such communication, the faculty shall have the opportunity for further consideration and further transmittal of its view to the president. The faculty sets the requirements for the degrees offered, determines when the requirements have been met, and recommends to the president that the degrees be granted.~~

Faculty members have the right and responsibility to participate in the governance of the University in accordance with Utah law, Utah Board of Higher Education policies, and University policies.

Methods for faculty participation in University governance should be established wherever faculty responsibility is statutorily or institutionally approved, as set forth below. This is most often achieved through the Faculty Senate (see Section 2.8.2), but may also include other methods, such as faculty engagement within academic units.

#### 2.8.1.3 ~~Faculty Status and Related Matters~~–Statutory Authority – Academic Requirements and Course Curriculum

~~Faculty status and related matters, such as appointments, reappointments, non-renewals of appointments, terminations, dismissals, reductions in status, promotions, and the granting of tenure~~

~~are primarily a faculty responsibility. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Determination in these matters should be first by faculty action through established university procedures, reviewed and approved by the president, followed where necessary, by the approval of the Board of Trustees and/or the Board of Regents.~~

Pursuant to Utah law, the faculty has primary jurisdiction in the following areas:

1. Academic requirements for admission, degrees, and certificates. This includes setting the requirements for degrees/certificates offered, determining when the requirements have been met, and recommending to the President that a degree/certificate be granted; and
2. Course curriculum and instruction.

#### ~~2.8.1.4 Collegial Governance of the University~~-Institutional Authority – Additional Academic-Related Matters

~~There is shared responsibility in the governance of the university with a meaningful role for the faculty. This role includes participation in decisions relating to the general academic operations of the university, such as budget matters and the appointment of administrators. The faculty should actively advise in the determination of policies and procedures governing salary increases.~~

~~Organizations and methods for faculty participation in the collegial governance of the university should be established wherever faculty responsibility is present. The organizations and methods may consist of meetings of the faculty members of a department, college, library, extension, other academic unit, or the university as a whole; or they may take the form of faculty-elected committees in academic units and a faculty designed, approved, and established committee through the joint effort of the faculty and the administration.~~

Pursuant to Utah law, and recognizing the importance of faculty involvement and expertise, the President expressly authorizes the faculty, subject to approval as required by Utah law, UBHE policy, and University policy, to:

1. Develop, create, and endorse new curricula, new courses of study, program assessment/modification, and/or program discontinuation, including stewardship of related proposals through any review process;
2. Develop and recommend academic policy which relates to the educational process;
- ~~4.~~3. Develop and recommend policy related to curricular matters between and among academic units;
4. Meaningfully participate in faculty status and related matters, such as appointments, reappointments, non-renewals of appointments, dismissals for academic reasons, promotions, and the granting of tenure;
5. Evaluate the work of their colleagues, recognizing that scholars in a particular field or activity are best positioned to judge work relevant to their field or activity;
6. Receive and consider reports from any council, department, division, administrative officer, library, college, or faculty committee and make recommendations to the President regarding academic and faculty matters; and
7. Respond to requests for advice on matters referred by the University President.

#### ~~2.8.1.5~~ 2.8.2 Faculty and Administration Communications

Suggested means of communication among the faculty and University administrators, ~~and the Board of Trustees~~ are: (a) circulation of memoranda and reports; (b) joint ad hoc committees ~~of the groups~~; (c) standing liaison committees ~~of the groups~~; and (d) membership of faculty members on administrative councils, committees, and other bodies.

## ~~2.8.2 Legislative~~ 2.8.3 Delegation of Authority of the Faculty

~~Subject to the authority of the Board of Regents, the Board of Trustees, and the president, the faculty shall legislate on all matters of educational policy, enact such rules and regulations as it deems desirable to promote or enforce such policies, and decide upon curricula and new courses of study. The legislative power will normally be exercised by the Faculty Senate. In all matters except those within the authority of the Faculty Senate, the faculty retains original jurisdiction.~~

The authority of the faculty, as outlined in this Section, is generally delegated to the Faculty Senate (see USU Policy 4001: The Faculty Senate and Its Committees).

## ~~2.8.3~~ 2.8.4 Appellate Authority of the Faculty: Right to Review and to Modify Faculty Senate Actions

Faculty ~~members~~ who are eligible to vote in Faculty Senate elections ~~shall~~will have the appellate power to review Faculty Senate actions by means of a special meeting. Upon the written petition of 10% of these faculty ~~members~~, or upon the written request of ~~25~~twenty-five Faculty Senators, the faculty must meet to reconsider Faculty Senate actions and to ratify, modify, or repeal them. The petition or request must be submitted to the University President, who serves as chair of the faculty. The University President must call a meeting consistent with the requirements of Section 2.9 below.

## 2.9 Meetings of the University Faculty

This section refers to meetings of the university faculty as a whole, which are separate from Faculty Senate meetings.

### 2.9.1 Calling Meetings

~~Meetings of the faculty may be convened upon the call of the university president. Upon receipt by the University President of a written request or a written petition as provided in Policy 4000 under Section 2.8.3, Appellate the University Authority of the Faculty: Right to Review and Modify Faculty Senate Actions, the President must call a meeting of the faculty within ten working days to discuss and/or act on issues raised in the request or petition.~~

The University President may call a faculty meeting for reasons other than those described in Sections 2.8.3 and 2.9.1.

### 2.9.2 Notice

Faculty must receive ~~individual~~ notice of the ~~meeting~~forementioned meetings and ~~its~~the agenda a minimum of five days before the meeting, ~~unless a majority of them waives that notice prior to or at the meeting or~~ unless the University President waives the notice requirement on the grounds of emergency.

### 2.9.3 Quorum

~~Any number over ten In cases where a binding vote is desired, a quorum must be present. Fifty percent of the faculty eligible to vote in Faculty Senate elections shall constitute a forum for discussion at faculty meetings, but no vote shall be binding unless a quorum is present. Fifty percent plus one member of the voting faculty shall~~will constitute a quorum. A quorum being present, all actions ~~shall~~will be by majority vote of those in attendance with voting power. Meeting procedures ~~shall~~will be ~~governed by the most recent edition of~~in accordance with Robert's Rules of Order.

## ~~2.10 CHAIR OF THE FACULTY; SECRETARY OF THE FACULTY~~ 2.9.4 Chair and Secretary of the University Faculty

The University President ~~of the university~~ (and in the president's absence, the Executive Vice President and Provoost) is the chair of the faculty and presides over all faculty meetings ~~of the~~

~~faculty. The University President of the university shall will~~ appoint a ~~faculty secretary (the "Secretary") for the faculty who will also be ex officio Executive Secretary of the Faculty Senate.~~ The ~~Secretary will~~ record all actions of the faculty when it meets and ~~will shall~~ preserve the records in a form convenient for reference.

#### ~~2.11~~ 2.10 Committees of the University Faculty

~~The faculty Faculty committees may appoint, be appointed at any time, such committees as to advise on the work of the University may require. These committees must and report to the faculty and back to the Faculty Senate the progress of their work and the action they have taken.~~ appropriate appointing body.

### **4000.3 RESPONSIBILITIES**

#### ~~3.1~~ **Responsible Office/Party**

~~Identify who is responsible for what with regard to this policy. Roles and responsibilities are best defined by department and/or job title.~~

#### ~~4000.4~~ 4000.3 REFERENCES

- [Utah Code § 53H-3-303](#)
- [Utah Board of Higher Education R223, Faculty and Staff Participation in Institutional Boards of Trustees Meetings](#)

#### ~~4000.5~~ 4000.4 RELATED USU POLICIES

- [Policy 4001: The Faculty Senate and Its Committees](#)
- [Policy 4003: Faculty Appointments](#)
- [Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention](#)
- [Policy 4006: Academic Due Process, Sanctions, and Hearing Procedures](#)

**Information below is not included as part of the contents of the official policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president, ~~subject to review by the USU Policy Committee.~~

### **RESOURCES**

#### **Contacts**

- [Faculty Senate Website](#)
- [Executive Secretary: Michele Hillard](#)

### **POLICY HISTORY**

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# University Policy 4000: Composition and Authority of the Faculty

**Category:** Academic Affairs

**Sub Category:** Faculty Code

**Covered Individuals:** University Faculty

**Responsible Executive:** President

**Policy Custodian:** Office of the Provost and Executive Vice President, Provost and Executive President

**Last Revised:** 2021/09/01

**Previous USU Policy Number:** 401

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## 4000.1 PURPOSE AND SCOPE

This policy explains the composition and authority of the University's faculty, including a description of all ranks, governing principles, and calling of faculty meetings.

## 4000.2 POLICY

### 2.1 Faculty Membership

Utah State University is an institution of higher education comprising multiple, geographically dispersed campuses, each of which employs faculty. The faculty consists of the president, the provost, academic deans, and other members of the tenured and tenure-eligible faculty, faculty with term appointments, faculty with special appointments, and emeritus faculty as defined herein. All appointed faculty, without regard to which campus they are assigned, are members of the Utah State University faculty.

### 2.2 Definitions

2.2.1 The terms "faculty" and "faculty members" designate university employees as described under Policy 4000 appointed for the purpose of carrying out one or more of the following primary functions of the university: (1) academic instruction and technical training, (2) enlargement of knowledge through research and other creative activities, and (3) dissemination of knowledge through extension, service, and other methods.

Faculty members receive appointments in one of the following four separate categories: (1) tenured or tenure-eligible appointments; (2) term appointments without eligibility for tenure; (3) special appointments without eligibility for tenure and; (4) emeritus appointments.

#### 2.2.2 Academic Units and Academic Departments Defined

The term "school" has been used in two different ways at the university. In all cases but one, a "school" is the equivalent of a "department." In one case, the Jon M. Huntsman School of

Business, the term is used as the equivalent of a “college.” Throughout the remainder of Section 400, whenever the term “department” appears, it is assumed to encompass all “schools” except the Jon M. Huntsman School of Business. The latter is governed by policies that apply to colleges, not departments. Whenever the term “college” is used in this policy, it will encompass all academic colleges and the Jon M. Huntsman School of Business.

An academic unit is a group of faculty with an identifiable teaching, research, or other academic mission. To be designated an academic unit, the group of faculty must fulfill all of the following criteria: (a) have an identifiable curriculum or formal description in current university catalogs or other publications; (b) have a separate, identifiable budget; (c) be designated an academic unit by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the president, the Board of Trustees and the Board of Regents.

An academic department is a group of faculty with an identifiable teaching, research, or other academic mission. To be designated an academic department, the group of faculty must fulfill all of the following criteria: (a) offer or administer a degree, certificate, or some other official credential of the university; (b) have an identifiable curriculum and formal description in current university catalogs or other publications; (c) have a separate identifiable budget; (d) be designated an academic department by decision of the Educational Policies Committee and ratification of the Faculty Senate, and approved by the president, the Board of Trustees and the Board of Regents.

All academic departments are academic units. Two academic units are not academic departments. These are the Library and Extension.

## **2.3 THE TENURED AND TENURE-ELIGIBLE FACULTY**

### **2.3.1 Description and Eligibility**

The tenured and tenure-eligible faculty consists of those individuals appointed to carry out the university's scholarly and educational functions and who have been or may be granted permanent status (Policy 4004.1.2, Permanence of Appointment Conferred by Tenure). They receive their appointments within academic units. All faculty in this category either hold tenure or enter the process that may lead to the granting of tenure. Tenured and tenure-eligible faculty appointments will not be made for less than 0.5 FTE.

### **2.3.2 Academic Ranks: Core Faculty**

Tenured and tenure-eligible faculty members appointed to an academic department are the "core" faculty and hold one of the following ranks: Instructor, Assistant Professor, Associate Professor, or Professor. See Policy 4004.2, Tenure and Promotion: Criteria for Core Faculty Ranks, and Policy 4003.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a detailed discussion of the criteria for appointment or promotion for these ranks.

### **2.3.3 Academic Ranks: Librarians**

Faculty members appointed to the academic unit of the library hold one of the following

ranks: affiliate librarian, assistant librarian, associate librarian, or librarian. See Policy 4004.3, Tenure and Promotion: Criteria for Librarians and Policy 4003.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for detailed discussion of the criteria for appointment or promotion for these ranks.

### **2.3.4 Academic Ranks: Extension**

Faculty members appointed to the academic unit of Extension and who fulfill general Extension responsibilities hold one of the following ranks: Extension Instructor, Extension Assistant Professor, Extension Associate Professor, or Extension Professor. See Policy 4004.4, Tenure and Promotion: Criteria for Faculty with Extension Ranks, and Policy 4003.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a detailed discussion of the criteria for appointment or promotion for these ranks.

### **2.3.5 Academic Ranks: Professional Career and Technical Education**

Faculty members appointed to the School of Applied Sciences, Technology, and Education with responsibilities for professional career and technical education will hold one of the following ranks: Professional Career and Technical Education Instructor, Professional Career and Technical Education Assistant Professor, Professional Career and Technical Education Associate Professor, or Professional Career and Technical Education Professor. See Policy 4004.5, Tenure and Promotion: Criteria for Professional Career and Technical Education Faculty Ranks, and Policy 4003.3, Appointment Procedures, Tenured or Tenure-Eligible Faculty and Faculty with Term Appointments, for a detailed discussion of the criteria for appointment or promotion to these ranks.

### **2.3.6 Exceptions**

Under extraordinary circumstances, exceptions to Policy 4000.3, The Tenured and Tenure-Eligible Faculty, may be made to the qualifications for appointment in the various ranks in order to fulfill the mission of the university. Exceptions require petition to and approval by the president and must specify a time period for meeting the qualifications.

## **2.4 THE FACULTY WITH TERM APPOINTMENTS**

### **2.4.1 Description and Appointment Requirements**

The faculty with term appointments consists of individuals appointed to perform specialized academic duties that make substantial and regular contributions to a university academic unit, but do not have the permanence of appointment of tenured faculty.

Term appointments are for one academic or fiscal year in duration and are automatically renewed based on: 1. satisfactory performance (Policies 4004.12.1, Annual Review of Faculty, and 4006.6, Non-Renewal), and 2. availability of funding (Policy 4006.6, Non-Renewal). Notice of non-renewal must be provided in accordance with Policy 4003.1.2.4, Professional

Services. The faculty member who holds a term appointment has no claim to a de facto permanent appointment based on length of service. For those faculty whose salaries depend on extramural funds, the appointment is dependent upon the availability of those funds. Term appointments are established only in an academic unit.

Appointments for less than one academic or calendar year's duration are made to the temporary, not term appointment, ranks (Policy 4000.5.2.3, Temporary Ranks).

## **2.4.2 Academic Ranks**

The academic ranks for the faculty with term appointments follow.

### **2.4.2.1 Lecturer Ranks.**

Faculty members whose function it is to teach remedial (0010-0990), lower division (1000-2990), or, on occasion, upper division (3000-4990) university courses, are appointed to one of the following titles: lecturer, senior lecturer, or principal lecturer. Lecturers who are uniquely qualified through education and/or experience may, under special circumstances, teach a course 5000 and above after full consultation between the department head and the faculty of the department that grants credit for the course.

### **2.4.2.2 Clinical Ranks.**

Faculty members whose primary function is the supervision of students in clinical practicum, residency, and intern programs may be appointed to one of the following ranks: clinical instructor, clinical assistant professor, clinical associate professor, or clinical professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

### **2.4.2.3 Research Ranks.**

Faculty members whose primary function is research and whose source of funding is extramural may be appointed to one of the following ranks: research assistant professor, research associate professor, or research professor, after full consultation between the department head and the faculty of the department that grants credit in this area. Appointment to the research ranks requires a terminal degree or its equivalent.

### **2.4.2.4 Federal Cooperator (FC) Ranks.**

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and the federal government (e.g., U.S. Department of the Interior, Fish and Wildlife Service) may be appointed to one of the following ranks: instructor (FC), assistant professor (FC), associate professor (FC), or professor (FC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal cooperator ranks are made only in academic units where such cooperative agreements exist.

### **2.4.2.5 Federal Research (FR) Ranks.**

Faculty members who are federal employees, who are paid by agencies of the federal government, whose primary function at the university is research, and who serve as faculty under agreements between the university and the federal government (e.g., U.S. Department of Agriculture) may be appointed to one of the following ranks: assistant professor (FR), associate professor (FR), or professor (FR), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to federal research ranks are made only in academic units where such agreements exist.

#### 2.4.2.6 Professional Practice Ranks

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to an academic program by administration, teaching, mentoring, advising, service, or other responsibilities based on their professional experience may be appointed to one of the following ranks: professional practice instructor, professional practice assistant professor, professional practice associate professor, or professional practice professor, after full consultation between the department head and the faculty of the department that grants credit in this area.

#### 2.4.2.7 State Cooperator (SC) Ranks

Faculty members who are state-level employees, who are paid by government agencies of the state other than Utah State University, whose primary function at the university is equivalent to core faculty, and who serve as faculty under cooperative agreements between the university and state government (e.g., Utah Department of Natural Resources) may be appointed to one of the following ranks: instructor (SC), assistant professor (SC), associate professor (SC), or professor (SC), after full consultation between the department head and the faculty of the department that grants credit in this area. Appointments to state cooperator ranks are made only in academic units where such cooperative agreements exist.

#### 2.4.2.8 Professional Practice Extension Ranks

Faculty members with substantial professional experience and expertise in a specific professional arena outside of academe, who contribute to USU's extension mission by administration, teaching, mentoring, advising, service or other responsibilities based on their professional experience may be appointed to one of the following ranks: professional practice extension instructor, professional practice extension assistant professor, professional practice extension associate professor, or professional practice extension professor, after full consultation between the appropriate administrators and faculty.

### **2.4.3 Limitations on Positions: Faculty with Term Appointments**

#### 2.4.3.1 No Tenure.

Faculty with term appointments are not eligible to enter the process that leads to the granting of tenure, unless the faculty member's status is changed.

#### 2.4.3.2 Changes in Status.

All changes in status from term appointment faculty to faculty with tenure or tenure-eligibility require an external search.

### 2.4.3.3 Leave.

Faculty with term appointments are not eligible for sabbatical leave, but may be granted professional leave under appropriate conditions, as determined by the appropriate administrator.

### 2.4.3.4 Limitations on Faculty Participation.

Faculty with term appointments are eligible to be elected to and to vote for members of the Faculty Senate. The participation in faculty affairs of faculty members holding lecturer, clinical, research, federal research, or professional practice ranks is subject to the following limitations:

(a) they may participate in the processes of setting policy within their academic units only to the extent determined by their appointing departments, colleges, or other academic units; (b) they may serve as members of appointed faculty committees and may vote on all matters except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty. Federal and State cooperator ranks are exempt from the foregoing limitations on faculty participation with the following exceptions: they may not serve on committees or vote on matters relating to the appointment, retention, tenure, or promotion of tenure-eligible faculty.

## **2.5 FACULTY WITH SPECIAL APPOINTMENTS**

### **2.5.1 Description and Appointment Requirements**

The faculty with special appointments consists of those individuals whose appointments confer a limited association with the university as described below. Such appointments are made to establish an association with professional peers for temporary or part-time service.

Faculty members with special appointments must possess qualifications and experience commensurate with those required for tenured and/or tenure-eligible or term appointment faculty. Proposed special appointments must be considered by appropriate departmental procedures. Periodic reviews of the performance of faculty members with special appointments may be conducted. Faculty members with special appointments are not eligible for tenure.

### **2.5.2 Academic Rank**

The academic ranks for the faculty with special appointments follow.

#### 2.5.2.1 Adjunct Ranks.

Faculty members whose association with an academic department is secondary to an appointment within a different department, institution, organization, or other personal and professional interests can be appointed as adjunct faculty. The term “adjunct” may precede any faculty title in the tenure and term appointment ranks. Adjunct appointments are made for less than 50 percent time only.

#### 2.5.2.2 Visiting Ranks.

Faculty members from other academic institutions who are participants in a university exchange program or who are employed to teach one or more semesters for an academic department while on leave from another academic institution are appointed to one of the following ranks: visiting instructor, visiting assistant professor, visiting associate professor, or visiting professor.

#### 2.5.2.3 Temporary Ranks.

The term “temporary” may precede all tenure-eligible academic ranks. In extraordinary circumstances, academic units may fill faculty appointments on a temporary basis. The temporary nature and the length of the term of such a position must be clearly specified in advance. The term cannot exceed one academic year and is renewable up to an additional two years. An exception may be made for long-term international assignment. Temporary appointments shall not be used as long-term strategies for accomplishing the duties of academic departments or academic units.

#### 2.5.2.4 Career and Technical Education Contract Faculty.

Faculty members who teach only in career and technical education programs leading to a certificate level credential need to meet requirements specific to the CTE instructional area. These faculty will be hired to instruct in CTE certificate programs on an at-will, contractual basis in alignment with programs that address regional workforce demands. Those appointed as career and technical education contract faculty must have a minimum of six years of documented applicable work experience at an industry-defined level of competency, hold current industry credentials, and meet accreditation standards. Up to three years of academic training from an accredited college may be substituted for three years of work experience at the discretion of the hiring committee and dependent upon individual program accreditation standards.

### **2.5.3 Limitations on Positions: Faculty with Special Appointments**

2.5.3.1 No tenure eligibility. Faculty members with special appointments are ineligible for tenure.

2.5.3.2 Limitations on faculty participation.

The participation of faculty members holding adjunct, temporary, or visiting positions is subject to the following limitations: (a) they may participate in the processes of setting policy within their departments only to the extent determined by their appointing departments; (b) they may serve as voting members of appointed faculty committees except those relating to appointment, retention, tenure, or promotion of tenured and/or tenure-eligible faculty and faculty with term appointments; (c) they may not be counted among the number of faculty members for the purposes of apportioning the Faculty Senate members; and (d) they are ineligible to be elected to and to vote for members of the Faculty Senate.

## **2.6 EMERITUS FACULTY**

At the time of retirement and upon recommendation of the president and the approval of the Board of Trustees, faculty members may be awarded the honorary rank of Emeritus preceding their final academic rank.

## **2.7 LIST OF FACULTY**

Each year the university shall publish a list of all faculty in an electronic format that is readily accessible, which states the faculty category and the academic unit to which they are appointed or, in the case of emeritus faculty, to which they were appointed.

## **2.8 AUTHORITY OF THE FACULTY**

### **2.8.1 Policy Statement**

#### **8.1.1 American Association of University Professors Joint Statement.**

Although this policy statement may contain some provisions that are the same or similar to certain principles promulgated by the American Association of University Professors (AAUP), this policy statement is not intended to incorporate AAUP principles and interpretations, and any such incorporation by reference is expressly disclaimed.

#### **8.1.2 Faculty Responsibility for Educational Process.**

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, methods of instruction, and those aspects of student life which relate to the educational process. In those exceptional circumstances when the power of review or final decision of the president is exercised adversely on these matters, it shall be communicated to the faculty. Following such communication, the faculty shall have the opportunity for further consideration and further transmittal of its view to the president. The faculty sets the requirements for the degrees offered, determines when the requirements have been met, and recommends to the president that the degrees be granted.

#### **2.8.1.3 Faculty Status and Related Matters.**

Faculty status and related matters, such as appointments, reappointments, non-renewals of appointments, terminations, dismissals, reductions in status, promotions, and the granting of tenure are primarily a faculty responsibility. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Determination in these matters should be first by faculty action through established university procedures, reviewed and approved by the president, followed where necessary, by the approval of the Board of Trustees and/or the Board of Regents.

#### **2.8.1.4 Collegial Governance of the University.**

There is shared responsibility in the governance of the university with a meaningful role for the faculty. This role includes participation in decisions relating to the general academic operations of the university, such as budget matters and the appointment of administrators. The faculty should actively advise in the determination of policies and procedures governing salary increases.

Organizations and methods for faculty participation in the collegial governance of the university should be established wherever faculty responsibility is present. The organizations and methods may consist of meetings of the faculty members of a department, college, library, extension, other academic unit, or the university as a whole; or they may take the form of faculty-elected committees in academic units and a faculty designed, approved, and established committee through the joint effort of the faculty and the administration.

#### 2.8.1.5 Faculty and Administration Communications.

Suggested means of communication among the faculty university administrators, and the Board of Trustees are:

- (a) circulation of memoranda and reports,
- (b) joint ad hoc committees of the groups,
- (c) standing liaison committees of the groups, and
- (d) membership of faculty members on administrative councils, committees, and other bodies.

### **2.8.2 Legislative Authority of the Faculty**

Subject to the authority of the Board of Regents, the Board of Trustees, and the president, the faculty shall legislate on all matters of educational policy, enact such rules and regulations as it deems desirable to promote or enforce such policies, and decide upon curricula and new courses of study. The legislative power will normally be exercised by the Faculty Senate. In all matters except those within the authority of the Faculty Senate, the faculty retains original jurisdiction.

### **2.8.3 Appellate Authority of the Faculty: Right to Review and to Modify Faculty Senate Actions**

Faculty members who are eligible to vote in Faculty Senate elections shall have the appellate power to review Faculty Senate actions by means of a special meeting. Upon the written petition of 10% of these faculty members, or upon the written request of 25 senators, the faculty must meet to reconsider Faculty Senate actions and to ratify, modify, or repeal them. The petition or request must be submitted to the university president as chair of the faculty.

## **2.9 MEETINGS OF THE FACULTY**

### **2.9.1 Calling Meetings**

Meetings of the faculty may be convened upon the call of the university president. Upon receipt by the president of a written request or a written petition as provided in Policy 4000.8.3, Appellate Authority of the Faculty: Right to Review and Modify Faculty Senate Actions, the president must call a meeting of the faculty within ten working days to discuss and/or act on issues raised in the request or petition.

### **2.9.2 Notice**

Faculty must receive individual notice of the meeting and its agenda a minimum of five days before the meeting, unless a majority of them waives that notice prior to or at the

meeting or unless the university president waives the notice on the grounds of emergency.

### **2.9.3 Quorum**

Any number over ten percent of the faculty eligible to vote in Faculty Senate elections shall constitute a forum for discussion at faculty meetings, but no vote shall be binding unless a quorum is present. Fifty percent plus one member of the voting faculty shall constitute a quorum. A quorum being present, all actions shall be by majority vote of those in attendance with voting power. Meeting procedures shall be governed by the most recent edition of Robert's Rules of Order.

## **2.10 CHAIR OF THE FACULTY; SECRETARY OF THE FACULTY**

The president of the university (and in the president's absence, the executive vice president and provost) is the chair of the faculty and presides over all meetings of the faculty. The president of the university shall appoint a secretary for the faculty who will also be ex officio Executive Secretary of the Faculty Senate. The secretary shall record all actions of the faculty when it meets and shall preserve the records in a form convenient for reference.

## **2.11 COMMITTEES OF THE FACULTY**

The faculty may appoint, at any time, such committees as the work of the university may require. These committees must report to the faculty and to the Faculty Senate the progress of their work and the action they have taken.

### **4000.3 RESPONSIBILITIES**

#### **3.1 Responsible Office/Party**

Identify who is responsible for what with regard to this policy. Roles and responsibilities are best defined by department and/or job title.

### **4000.4 REFERENCES**

- Bullet list references to Federal, State, municipal regulations, USHE/Regents policies. [Arial 10]
- Continue list of references. [Arial 10]

### **4000.5 RELATED USU POLICIES**

- Policy 4003: Faculty Appointments.
- Policy 4004: Tenured and Term Appointments: Evaluation, Promotion, and Retention.
- Policy 4006: Academic Due Process, Sanctions, and Hearing Procedures.

**Information below is not included as part of the contents of the official Policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

## **RESOURCES**

### **Contacts**

- Faculty Senate website: <https://www.usu.edu/fsenate/index>
- Executive Secretary: [Michele Hillard](#)

## **POLICY HISTORY**

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