

Faculty Development Committee
Recommendation on Faculty Evaluation for Promotion Procedures

The following pages outline the recommendations of the Faculty Development Committee on the Evaluation Procedures for Faculty Promotion. These new recommendations afford faculty members and administrators three distinct pathways for promotion based on their roles and responsibilities at Tiffin University: 1) administrator, 2) master teacher, and 3) scholar. The document suggests order of priority (i.e. scholarship, teaching, and service), within the Boyer Model, for each pathway. Examples of activities falling within scholarship, teaching, and service are provided. Faculty members and administrators would be able to change pathways (i.e. associate professor becomes a department chair) and still be recognized for prior performance under a different pathway. Communication with supervisors is encouraged to select an appropriate pathway. The recommendations contained in this document were written by incorporating faculty feedback from each School. The Committee proposes to adopt these recommendations for Faculty Promotion beginning AY 2021-2022.

STATEMENT OF RESOLUTION

The Faculty of Tiffin University hereby declares its approval of and support for a Faculty ranking system to be implemented at this institution on a permanent basis. The specific details of this Faculty ranking system are delineated below. Any change to this system or the elimination of this system will be made by the Board of Trustees, upon the recommendation of the Academic Policies Committee of the Board of Trustees, after consultation with the faculty.

PHILOSOPHY

The utilization of a Faculty ranking system at Tiffin University serves a two-fold purpose:

- A. The ranking of its Faculty members according to their professional qualifications and proven abilities serves notice to the academic community as a whole that Tiffin University acknowledges, respects, and rewards the excellence of its Faculty members with regard to their professionalism and their contribution to the high quality of education available at Tiffin University. This system is not intended to merely reward one for longevity of service to this institution. Consequently, advancement in rank beyond the initial appointment will be determined by rigorous evaluation procedures, such procedures to be outlined later in this policy.
- B. The ranking of its Faculty members is also viewed by the University as a tool to encourage those individuals engaged in the profession of teaching at Tiffin University to continue to advance themselves professionally and to strive for the achievement and continued maintenance of excellence in the performance of their professional duties as members of the Faculty at this institution.

ELIGIBILITY FOR FACULTY RANKING

To hold academic rank, as defined below, an employee of Tiffin University must:

- A. Provide teaching services during the current employment period; OR
- B. Currently be on a University approved academic leave; OR
- C. Be a member of the TU Faculty with academic rank who is currently serving in a TU administrative position; AND
- D. Satisfy the educational requirements for the rank held.

DEFINITIONS OF TERMINAL DEGREES

The use of the term "terminal degree" as it is incorporated into this report is intended to refer to the following earned degrees such as Ph.D., Ed. D., D.B.A., M.F.A., D.S.W., Juris Doctorate and L.L.M.

A. VISITING PROFESSOR

The University may offer the status of Visiting Professorship with a one-year appointment that may be renewed or offered as a permanent appointment. A Visiting Professor meets or holds many of the equivalent qualifications of the University's full-time Faculty and is a ranked University Faculty position.

B. INSTRUCTOR

Anyone seeking appointment as a full-time Instructor on the Faculty of Tiffin University must have completed a master's degree in a field related to that in which the individual seeks to teach. The initial term

of appointment for the rank of Instructor shall be for one academic year. Re-appointments at the rank of Instructor will be for one academic year.

C. ASSISTANT PROFESSOR

Anyone seeking appointment as a full-time Assistant Professor on the Faculty of Tiffin University must have completed a terminal degree in a field related to that in which the individual seeks to teach, or must have completed three years of full-time teaching experience on the college level as well as having completed a master's degree in a field related to that in which the individual seeks to teach. The initial term of appointment for the rank of Assistant Professor will normally be for two academic years. Re-appointments at the rank of Assistant Professor will normally be for two academic years. Anyone seeking promotion to the rank of Assistant Professor must fulfill the above qualifications. Instructors may apply for promotion upon the completion of a terminal degree or after the completion of two full-time calendar years as an Instructor (August to August or January to January). Should it be found that said qualifications have been met to a satisfactory degree, promotion to this rank will be considered, but not automatically awarded.

D. ASSOCIATE PROFESSOR

Anyone seeking appointment as a full-time Associate Professor on the Faculty of Tiffin University must fulfill the following qualifications: First, all such applicants must have received a terminal degree in a field related to that in which they desire to teach. In addition to the attainment of a terminal degree as defined by the discipline, applicants for the position of Associate Professor must have served a minimum of five academic years as an Assistant Professor prior to their being considered for appointment as an Associate Professor. The initial term of appointment at the University for the rank of Associate Professor shall normally be for three academic years. Re-appointments at or promotions to the rank of Associate Professor will normally be for three academic years.

Anyone seeking promotion to the rank of Associate Professor must fulfill the above qualifications and apply no sooner than the first semester of their fifth full-time year as an Assistant Professor have been met to a satisfactory degree, promotion to this rank will be considered, but not automatically awarded.

E. FULL PROFESSOR

Anyone seeking appointment as full-time, Full Professor on the Faculty of Tiffin University must fulfill the following qualifications: First, the individual shall have attained a terminal degree in a field related to that in which he or she seeks to teach.

Second, the individual shall have served a minimum of six academic years as an Associate Professor prior to being considered for promotion to Full Professor. The initial term of appointment at the University for the rank of Full Professor shall normally be for three academic years. Re-appointments at and promotions to the rank of Full Professor will normally be for three academic years.

Anyone seeking promotion to the rank of full Professor must fulfill the above qualifications. Should it be found that said qualifications and apply no sooner than the first semester of their sixth full-time year as an Associate Professor. Should it be found that said qualifications have been met to satisfactory degree, promotion to this rank will be considered, but not automatically awarded.

CRITERIA FOR EVALUATION AND PROMOTION IN ACADEMIC RANK

Decisions regarding evaluation and promotion in academic rank are among the most critical made by the University. In order to grow in its mission, Tiffin University seeks to promote and recognize excellence in teaching, scholarship/creative activity, and service by the Faculty.

While the primary focus of the Faculty of Tiffin University is excellence in teaching, sustained scholarship/creative activity and service to the University, community, and professional organizations is essential to the presence of a vibrant and effective Faculty.

The criteria for promotion that follow are designed to facilitate clear communication about the expectations for holding and advancing in the ranks of Assistant Professor, Associate Professor, and Professor. These criteria cannot and should not produce uniformity of Faculty behavior, but rather should help to direct Faculty efforts and to maintain consistency and fairness in the evaluation process.

PATHWAYS AND PORTFOLIO PRIORITIES FOR PROMOTION

Faculty members annually prepare their Professional Staff Evaluation document for evaluation and for the intention of seeking promotion, continued employment, or both. The criteria for promotion should be set within your yearly evaluation with the assigned school Dean or supervisor. In this yearly evaluation, one of the three pathways should be identified that coincides with the current faculty role. Goals should be set within this meeting to help determine the portfolio area of focus. If needed, the school Dean or supervisor can communicate with the review committee to ensure faculty are provided assistance in meeting their goals. If a faculty member's role within the review period should change, this identified pathway will also be adjusted to match promotion requirements. Faculty who change pathways throughout their service at Tiffin University will also be recognized for their prior performance under a previous pathway. During the online promotion application process, candidates will need to indicate their pathway.

PATHWAY 1: ADMINISTRATOR

An Administrator holds a supervisory role within the university. These positions include but are not limited to Provost, Vice Provost, Associate Provost, School Dean, Assistant Dean, and Department Chair.

Portfolio Priority Recommended Focus (highest to lowest): Service, Teaching or Scholarship

PATHWAY 2: MASTER TEACHER

A Master Teacher is defined as a full-time teacher who focuses on traditional scholarship in the realm of teaching and learning.

Portfolio Priority Recommended Focus (highest to lowest): Teaching, Service or Scholarship

PATHWAY 3: SCHOLAR

A Scholar is defined as a full-time teacher who focuses on the development and creation of knowledge for the inquiry of discovery.

Portfolio Priority Recommended Focus (highest to lowest): Scholarship, Teaching or Service

The portfolio priority areas: Service, Teaching, and Scholarship are defined with specific examples for each area below.

PORTFOLIO ITEM 1: SCHOLARSHIP

Scholarship involves a continuum of inquiries that includes facilitating learning and contributing to the well-being of society. Scholarship should be public, have critical appraisal, and be of use to others in the scholarly community. Scholarship of any sort should include the following: A) Enhance quality of one's thought and action, B) Maintain currency within, and contribute to respective fields of interest, C) Model lifelong learning and inquiry, and D) Enhance learning-centered tenants expressed in the school's mission. Your work may fall under more than one scholarship category; in this case, it is suggested to choose the category of best fit.

Applicants who seek the rank of either Associate Professor or Full Professor should be prepared to provide a continuing set of evidence from their last promotion of presentations at regional or national conferences, and/or publications in academic or professional journals, and/or development of published instructional

materials, and/or other scholarly or creative activity as is appropriate to their academic discipline. Anyone seeking the rank of Full Professor will be expected to provide specific evidence of scholarly activity, particularly on the regional and/or national levels. Within your chosen pathway, scholarship should be represented within the identified criteria below:

- A. Scholarship of Discovery or Integration
 - Professional contributions at the local, national, and/or international level.
 - Peer reviewed, new knowledge.
 - Work is disseminated
 - Work can be multidisciplinary, representing scholarship of integration.
 - Products might include, but are not limited to: artistic creations, exhibits, recitals, textbooks, book chapters, journal articles, papers presented at research conferences.

- B. Scholarship of Application
 - Inquiry of applying practice, or work that is helping others in the field and is applicable within the discipline.
 - Products might include, but are not limited to formal project reports, patent applications, grants, as well as those forms appropriately adapted from the other two categories of scholarship.

- C. Scholarship of Engagement
 - Unpublished work, work currently under review, or work in progress (articles, chapters, textbooks, grants etc.) as long as there was an attempt to do so.
 - Research reports to funding agencies, white papers, editorships of books/volumes, publications for practitioner audiences (e.g., newsletters, newspapers, magazines, trade journals).
 - Presenting lectures at other universities or professional agency.
 - Attending professional meetings, lectures, events.
 - Professional member of discipline communities.

PORTFOLIO ITEM 2: SCHOLARSHIP OF TEACHING

As Tiffin University is primarily a teaching institution, all Faculty members will be closely scrutinized on a routine basis to determine their effectiveness in the classroom. Effective classroom instruction as demonstrated by, but not limited to:

- Involvement in Learning communities – learning from peers.
- Products might include, but are not limited to, teaching portfolios, articles, conference presentations, demonstration teaching, and book or text chapters as well as those forms appropriately adapted from the other three categories of scholarship.
- Professional Development.
- Careful and considerate student advising.
- Clear and adequate material presentation.
- Curriculum Development.
- Portfolios of student work, lessons, syllabi, etc.
- Student recommendations.
- Colleague recommendations.
- Teaching is assessed through:
 - o Peer evaluation

- Teaching circles
- Student evaluations
- Recordings
- Creating courses

PORTFOLIO ITEM 3: SERVICE

According to the Boyer model, service is interwoven within the scholarship of teaching. Tiffin University views Service as a separate portfolio item. Progressive and productive contributions to the university community as a whole, including, but not limited to, its governance process, its cultural life, and collegial relations. An involvement with and a contribution to the lives of the people and communities served by Tiffin University, with particular emphasis on activities directly related to one's instructional discipline and programs, and/or an involvement with and a contribution to one's academic discipline. Involvement with and contributions to these communities may include, but are not limited to, the use of one's expertise to help solve problems in the community or to enhance the lives of its residents. Involvement with and contributions to one's academic discipline may include, but are not limited to, participating in professional meetings, holding office in a professional organization, participation as a program chair or discussant, acting as a peer reviewer, etc.

- A. Service to the University (Highest Ranking)
 - Relates to the organization or field of the work/discipline
 - Organizing an event on campus
 - Committee member or Chair
 - Search committees
 - Faculty Mentor
 - Faculty Sports Mentor
 - Presentations on Campus for Faculty Development
 - Presentations in other classes
 - Program Evaluations
 - Needs Assessment
 - Course Development
 - Accreditation work
 - Service in a leadership role

- B. Service to the Profession
 - Holding office within a professional organization
 - Reviewing articles for journals
 - Consulting work
 - Peer Reviewer

- C. Service to the Community
 - Off Campus Conference Organization
 - Group projects with the community
 - Experiential learning
 - Volunteer work off campus

PROCEDURES FOR EVALUATION

Anyone who is a full-time member of the Tiffin University Faculty and who seeks promotion to an advanced rank will be evaluated according to all the criteria listed above. A general outline of the promotion application procedure is as follows:

- A. Yearly evaluation is set between faculty member and Dean/School administrator.
- B. Application is made for promotion;
- C. The Provost appoints an evaluation committee for promotion to Associate Professor or Full Professor;
- D. The peer review committee makes a recommendation to the Provost;
- E. The Provost makes a recommendation to the President;
- F. The President makes a recommendation to the Board of Trustees;
- G. Awarding of rank will be the decision of the Board of Trustees.

A detailed explanation of this process is as follows:

1. The individual will petition his or her supervisor (Dean/School administrator) regarding the desire for promotion. If the individual in question is a Dean, the petition for promotion will be made directly to the Provost. A petition for promotion may only be made when the minimum requirements for the rank desired (said requirements having been outlined above) have been met. A reminder of promotion eligibility shall be sent to a potential applicant in May prior to the evaluation year by the Office of the Provost.
 - Upon receiving notification of notification of eligibility from the Provost, faculty should notify their respective School Dean of their intention to seek promotion.
 - An applicant who wishes to complete the evaluation process shall submit the petition for promotion to his or her Dean not later than the 15th of June prior to the evaluation year.
 - The Dean will submit the petition for promotion to the Provost by the 30th of June prior to the evaluation year.
 - The Provost will review the petition for promotion to ascertain that minimum requirements are met. The Provost shall then notify the individual by the 15th of July prior to the evaluation year as to their eligibility to prepare the promotion portfolio for submission to a peer review committee.
 - The promotion portfolio as described below shall be completed and submitted to the Office of Provost on or before the 15th of October in the evaluation year.
2. Promotion Portfolio
 - a. The portfolio materials will be submitted via an electronic platform and will consist of up-to-date curriculum vitae, letters of recommendation, and performance summaries and documentation.
 - b. The performance documentation shall include:

- A personal summary statement/evaluation of the applicant's performance in the areas of teaching, professional and scholarly development, institutional service, and community service. Candidates should frame this discussion within the parameters of their chosen pathway.
 - Formal evaluations of teaching, such as peer, program Chair, or Dean
 - Student course evaluation reports
 - Other evaluations by the appropriate Dean and Chair.
 - Evidence of performance in each of the following four areas:
 - Professional and scholarly growth
 - Community service
 - Teaching
 - Recommendations of colleagues
3. The Provost will convene a Peer Review Committee consisting of three Faculty members of the same or higher rank of the applicants. Two of these Faculty members will be selected from the current Tiffin University faculty. The third Faculty member will be from a different institution similar in nature to Tiffin University as determined by the Provost. The peer committee, under the guidance of the Provost, will evaluate the applicant's performance of his or her professional duties relative to their duties as a Faculty member as presented in the promotion portfolio and meet with the applicant to review his or her qualifications.
 4. The peer review committee will make one of the following two recommendations upon completing their evaluation:
 - a. Promotion (Note: Constructively critical remarks are considered both appropriate and welcome when awarding a promotion in order that the applicant may better profit from this peer review.)
 - b. Promotion Denied. This latter decision will necessitate the peer committee providing a detailed account of the specific reasons why the promotion should be denied. The applicant will be notified in writing regarding the recommendations of the peer committee by the Provost.
 5. The Provost will then review the petition for promotion portfolio and the attached recommendation of the peer review committee. The Provost will attach a recommendation of his/her own to the document and prepare the document for presentation to the President. At this point (i.e., after the Provost's recommendation has been attached to the document, but prior to the document's being submitted to the President), the applicant for promotion will be provided with the opportunity to inspect the petition for promotion materials at that stage and, should the applicant so desire, attach a written statement of a non-adversarial nature to the document in response to the recommendations having been made thus far with regard to his/her application for promotion. Though the offering of the right of inspection and/or statement is required by the promotion process, the exercising of this right will, of course, be at the option of the applicant. Should the applicant elect to exercise his/her right of inspection and/or statement, one of the following two courses of action will be initiated:

- a. If the applicant was satisfied with the Provost's recommendation to the President, yet has elected to attach a statement to the petition for promotion for purposes of his/her own, the document will then be forwarded to the President for his/her consideration.
 - b. Should the applicant not be satisfied with the Provost's recommendation to the President, the document including the statement attached to same by the applicant will be returned to the Provost so that he/she may reconsider his/her original recommendation to the President. Should the Provost elect to reverse his/her original negative recommendation to the President after reviewing the petition for promotion document with the applicant's statement attached (this, of course, assuming that the only time an applicant would object to the Provost's recommendation to the President being when said recommendation was, in fact, negative), the document will then be forwarded to the President with the Provost's new recommendation attached.
 - o Should the Provost elect not to reverse his/her original recommendation regarding the application for promotion after reviewing the petition for promotion document with the applicant's statement attached, the Provost will so notify the applicant, and it will be the applicant's decision whether to accept the Provost's final recommendation, or whether to seek an appeal at that point.
6. Should the applicant not be satisfied with the recommendation (whether original or final as described above) of the Provost regarding promotion, an appeal may be initiated by adhering to the following guidelines:
- a. Within five working days of receipt of the notification of the decision, the applicant must request in writing that the Provost call an appeal committee into existence.
 - b. Within fourteen working days from the receipt of the appeal request, the Provost will call an appeal committee consisting of one Tiffin University faculty member selected by the applicant and two Tiffin University faculty members selected by the Provost.
 - c. The appeal committee will follow the evaluation process as stated in Item 3 of the Procedures for Evaluation and submit a written recommendation to the President. This recommendation of the appeals committee will be attached to the document along with all previous recommendations regarding the applicant's petition for promotion. Regardless of whether the recommendation of the appeal committee is positive or negative regarding the applicant's petition for promotion, the applicant will at this point be provided with a final opportunity to inspect the petition for promotion document and, if he/she desires, attach a written statement of a non-adversarial nature to the document in response to the recommendations having been made thus far with regard to his/her application for promotion. After the appeal committee has attached its recommendation to the document, and after the applicant has inspected the document (including the appeal committee's decision) and/or attached a statement to the document assuming the applicant has elected to exercise this option), the petition for promotion document will be submitted to the President for his/her consideration.
 - d. If the two recommendations (i.e., from the appeal committee and the Provost) regarding the applicant's petition for promotion are not in agreement, the President will render a final decision on the appeal.

- e. The applicant will be notified of the appeal decision in writing by the Provost within thirty working days after the constitution of the appeal committee.
7. Should the applicant for promotion receive an original negative recommendation from the Provost regarding the applicant's petition for promotion, and should the applicant elect not to exercise his/her right of inspection and/or statement and choose, instead, to accept the original negative recommendation of the Provost, the promotion process will terminate at that point.
8. Should the applicant for promotion receive an original negative recommendation from the Provost regarding the applicant's petition for promotion, and should the applicant elect to exercise his/her right of inspection and/or statement and choose to attach a statement to the document and resubmit the document to the Provost for the Provost's reconsideration, and should the applicant then receive a final negative recommendation from the Provost, and should the applicant choose to accept the Provost's final recommendation and not seek an appeal, the promotion process will terminate at that point.
9. Upon receipt of the petition for promotion document, (whether directly from the Provost or from the appeal committee), the President will then determine whether to (a) recommend the applicant for promotion to the Board of Trustees, or (b) deny the promotion, with a written explanation as to the reason(s) for denial to be provided to the applicant within thirty days of the President's receipt of the document.
10. Should the President elect not to recommend the applicant for promotion, the document will be placed in the applicant's University file, and the promotion process will terminate at that point. No appeals will be permitted.
11. Should the President elect to recommend the applicant for promotion to the Board of Trustees, he/she will proceed to do so, and final approval for a recommendation to promote will rest with the Board of Trustees. Regardless of whether the decision of the Board regarding promotion is positive or negative, the applicant will be notified in writing of the Board's decision within thirty days of the Board's having made said decision.
12. Re-application. The faculty member may reapply for the denied promotion after one academic year.

TERMINATION

A. Dismissal for Cause

The Provost may recommend to the President at any time that the employment of a Faculty member be terminated for adequate cause related directly and substantially to the failure of the Faculty member to fulfill his/her professional responsibilities. The recommendation of the Provost must be in writing and must describe with reasonable particularity the cause(s) for dismissal. Dismissal may not be used to restrain Faculty members in their exercise of academic freedom or civil rights. The burden of proof will rest with the administration to demonstrate the adequacy of cause for dismissal on one or more of the following grounds:

- **Incompetence:** the failure, for any reason other than medical, to satisfactorily perform contractual duties.
- **Neglect or non-performance of duties:** the failure, for any reason other than medical, to perform contractual duties or to comply with University policies or procedures.

- **Moral turpitude:** conduct that is morally base or depraved and that is seriously offensive to the University community.
- **Abuses of academic freedom,** as specified in Section 8.I.B., or of professional ethics, as specified in Section 8.II.C.
- Misconduct that causes grave injury or brings extreme discredit to the University.

B. Non-Renewal of Contract

The Provost may recommend to the President that the employment of a Faculty member be terminated without cause at the conclusion of the Faculty member's contract by notifying the faculty member to that effect in writing by March 1 in the first year of service, by December 15 in the second year of service, and twelve months before the expiration of the appointment after two or more years of service.

C. Hearing Process

If the Provost recommends to the President that a full-time Faculty member is dismissed for cause or that a full-time Faculty member's contract not be renewed, the Provost must provide written notification to the Faculty member. If the administration seeks to deny reappointment to a Faculty member after seven years of full-time service, the administration has the responsibility of demonstrating credible evidence for its proposed action. If the Provost recommends the non-renewal of a contract for a Faculty member who has been a full-time Faculty member at Tiffin University for more than seven years or the dismissal for cause of any full-time Faculty member, the Faculty member may challenge the recommendation by using the following appeal process:

1. The Faculty member must submit the challenge to the Provost and to the President in writing within fifteen (15) working days after receiving the written recommendation of the Provost. The Faculty member's challenge must specify the reasons for the challenge.
2. After reviewing the written challenge, the Provost may decide to rescind the original recommendation to the President or may decide not to change the original recommendation. The Provost's decision must be provided to the Faculty member within ten (10) working days after receiving the written challenge.
3. If the decision of the Provost is to continue with the original recommendation of dismissal or non-reappointment, the Faculty member may file an appeal with the Faculty Development Committee, which includes two Faculty members elected from each of the three academic schools. Such an appeal must be submitted to the Faculty Development Committee in writing within ten (10) working days after receiving the Provost's response to the challenge.
4. The Faculty Development Committee will afford the faculty member and the administration the opportunity to call, confront, and cross examines witnesses. A verbatim record of the hearing will be taken and a copy made available to the faculty member without cost.
5. Within fifteen (15) working days after receiving the written appeal from the Faculty member, the Faculty Development Committee must meet to consider written and oral

explanations from the Provost concerning the recommendation of dismissal or non-reappointment and from the Faculty member concerning the challenge to this recommendation.

6. Within ten (10) working days after its meeting to consider the Provost's recommendation and the faculty member's challenge, the Faculty Development Committee must provide a written notification to the Provost and to the subject faculty member indicating whether or not the Committee supports the Provost's recommendation.
7. If the Faculty Development Committee does not support the Provost's recommendation, the Provost must meet within ten (10) working days with the Committee to discuss the differences in an attempt to reach an agreement. Within five (5) working days after the meeting, the Provost and the Committee must provide written recommendations to the President and to the subject Faculty member, either stating a joint recommendation if an agreement was reached or separate recommendations if an agreement was not reached.
8. Within fifteen (15) working days after receiving the recommendations of the Provost and of the Faculty Development Committee, the President must make a final decision. In making this decision, the President must consider the written recommendations provided by the Provost and the Faculty Development Committee and the written challenge provided by the Faculty member. In addition, the President may meet with any or all of these parties and/or request additional information in order to make the final decision.
9. The President's decision must be provided in writing to the Faculty member, with copies to the Provost and the members of the Faculty Development Committee.
10. If the President's decision involves dismissal, the Executive Committee of the Board of Trustees will be available for final review.

UNIVERSITY DISCIPLINARY PROCEDURE

The University Disciplinary Procedures outlined here apply to all faculty members including but not limited to a faculty member who has been a full-time faculty member at Tiffin University for more than seven years and all eligible faculty members. The administration can subject such faculty members to disciplinary action for allegations that a faculty member has violated the University's Policy on Sexual Misconduct; Stalking; and Dating and Domestic Violence; Policy on Sexual Harassment; and/or Policy on Consensual Relationships between Faculty, Staff and Students; (available at <http://www.tiffin.edu/sexual-harassment/university-policies/>). The Sexual Misconduct and Sexual Harassment Disciplinary Procedures are outlined in the section below and are followed instead of the procedures described in the section.

In situations specifically falling under Title IX and the Violence Against Women Act (VAWA), and including cases where the University's Title IX Coordinator has determined, by a preponderance of the evidence gathered through an investigation, that a faculty member has violated the University's Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence, Policy on Sexual Harassment, and/or Policy on Consensual Relationships between Faculty, Staff, and Students, these procedures supersede those described in the University disciplinary procedures section as outlined in the hearing process.

Both the determination regarding whether one of the above policies has been violated and the imposition of any sanctions or other corrective actions by the Title IX Coordinator will be completed within 60 days of the receipt of a complaint alleging violation of one of the above policies, unless the University determines in its discretion that additional time is required. The Title IX Coordinator will inform the parties if the findings and any initial sanction decision cannot be completed within the 60-day time period. Nothing in this policy shall limit or interfere with the Title IX Coordinator's ability to take interim measures before the outcome of an investigation to protect the complainant or respondent or others involved in the investigation process which may include but not limited to suspension.

The Investigative Committee shall deliver its written report and recommendations to the Vice Provost for Equity and Access who will provide the report to the Provost, the faculty member, the complainant, the Dean of the School and the Title IX Coordinator. The Provost will reach a determination based on the findings and recommendations. The Provost's decision on the appeal is final.

*Recommended by the Faculty Development Committee, 03/24/2021

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