

## I. Introduction

### A. Governing Policy Statement

The School of Global Integrative Studies is a professional and administrative unit dedicated to excellence in teaching, research, and service, as specified by the Bylaws of the Board of Regents of the University of Nebraska. This document describes the governance structure and operation of the School of Global Integrative Studies, which includes program faculty in the divisions of Anthropology, Geography, and Global Studies.

### B. Mission

## II. Faculty Membership

A. The faculty of the School consists of all specific term (tenure leading Assistant Professor or Professors of Practice of any rank) and continuous Academic-Administrative appointments in the department holding at least 0.5 FTE appointments and the rank of Assistant Professor or above. Research Professors of any rank and lecturers who hold appointments do not have voting rights as members of the faculty. Persons on leave are considered members of the faculty. Persons holding less than 0.5 FTE in the School because of administrative or other university assignments, but not more than 0.4 in any other academic unit, are considered members of the School as long as they hold specific term or continuous appointments in the School.

### B. Voting Membership

B.1. On the general business of the School, the voting constituency shall be all faculty of the School as defined in II.A. Proposals related to faculty composition (e.g., hiring priorities, hiring decisions, joint appointments, reappointment of lecturers for terms of more than one year, etc.), programmatic changes, and general policy matters must be brought before the faculty as defined in II.A. for a vote.

B.2. On a recommendation for the reappointment or continuous appointment of tenure-line faculty, the voting constituency shall be faculty who hold tenured appointments in the School.

B.3. On the appointment or reappointment of Professor of Practice faculty or multi-year full-time lecturer, the voting constituency shall be all faculty members in the School holding tenure and all practice faculty in the School holding higher rank.

B.4. On a recommendation for promotion of faculty (both tenure line and Professors of Practice), the voting constituency shall be tenured and Professor of Practice faculty in the School who hold rank higher than that to which promotion is under consideration.

B.5. On a recommendation for tenure of faculty, the voting constituency shall be tenured faculty in the School.

B.6. On all matters concerning graduate education, Members of the graduate faculty.

### III. Administrative Structure & Governance

#### A. Administrative Roles

**A.1. Director:** The school has a director who is the chief administrative officer of the composite divisions and reports to the Dean. The director is appointed by the dean and serves at the pleasure of the dean. The director is responsible for making recommendations to the dean regarding appointment, reappointment, award of tenure, promotion in rank, leaves of absences, salaries, faculty development leaves, and teaching responsibilities of individual faculty members. The director is responsible for the administration, leadership, and development of the school including all undergraduate and graduate teaching, research, public service, and outreach/community service activities and professional development of the faculty and staff.

The director is also responsible for carrying out the annual review of faculty performance mandated by Section 4.6 of the Bylaws of the Board of Regents.

The Associate Director will act in his/her/their name if the Director is not able to perform duties for a short period. If the Director is to be absent for a semester or longer, the Dean will appoint an Acting Director.

#### *Appointment and Review:*

In the language of the Bylaws of the Board of Regents, the appointment of director is a “Special Appointment” for an indefinite term in the academic-administrative staff of the university, subject to annual review and a major administrative review every five years. The special appointment is at the pleasure of the Dean of the College of Arts and Sciences, and the appointment is cancelable on 90 days’ notice. Faculty and staff of SGIS shall have the opportunity to provide input into the director’s annual evaluation and five-year review.

In the case of a vacancy, the Dean may initiate a national search or solicit nominations from the faculty of SGIS. If internal nominations are solicited by the Dean, the following procedure will be followed by SGIS:

1. The executive committee will solicit nominations from the SGIS faculty and determine the willingness of any nominated candidates to be considered and will create a ballot of the willing.
2. The executive committee shall poll all eligible voting faculty for a rating of acceptable/non-acceptable for each candidate. A second vote is cast by the faculty to rank the candidates. Both votes are conducted by secret ballot. The executive committee then reports the votes for the preferred candidate(s) to the Dean. The dean may also poll faculty members and makes the actual appointment.
3. The Dean appoints the Director. The Dean may reach out to school faculty for more input prior to making the decision.

**A.2. Associate Director and Undergraduate Chair:** The associate director will be appointed by the Director, with a portion of his/her/their appointment apportioned to administrative duties. He/she/they will assist the director in the administration of SGIS; oversee recruitment, advising, and undergraduate curricula; be an official administrative representative of SGIS; and will have signatory authority when the director is absent. The associate director shall be a faculty member with a majority of his/her/their appointment in SGIS. The associate director will provide leadership on specific tasks or agenda items delegated to him/her/them by the director.

**A.4. Graduate Chair:** The graduate chair will be a graduate faculty member, appointed by the director for a three-year term.

The graduate chair shall be responsible for the administration of the graduate program. Duties of the position include chairing the school's graduate committee, advertising and recruiting for the graduate programs, corresponding with applicants, overseeing the graduate student admission process, orienting new graduate students to the program, providing initial advising of incoming graduate students, processing forms for UNL Graduate Studies, coordinating graduate assessment, updating faculty and graduate students on internal and external funding opportunities, keeping the graduate section of the school's webpage current, and reviewing the school's section of the graduate bulletin.

The graduate chair works closely with the director, associate director and undergraduate committees on matters of graduate course scheduling, GTA teaching assignments, and other matters related to the graduate programs and will keep the faculty apprised concerning issues related to needs and planning for the graduate program.

**B. Executive Committee:** The executive committee shall consist of the director, the associate director, and one SGIS faculty member from each division in the School. Elected faculty members will be nominated by their division, but elected by the voting SGIS faculty. The elected faculty members will serve a three-year term. No elected member can serve consecutive terms. At least one elected member of the executive committee should be a Professor of Practice, and at least one elected member should be a tenure-line faculty member.

The Executive Committee serves as the primary advisory committee to the Director on all aspects of the School's operation. The executive committee is responsible for the following:

1. conducting annual merit reviews of School faculty including the director. The director does not vote on merit scores but provides an independent assessment;
2. making recommendations to the director for hiring search committee members;
3. developing strategic planning and hiring priorities prior to consideration by the full faculty;
4. reviewing major budgetary decisions proposed by the director;
5. preparing an annual report on the activities and status (including academic and financial status) of the school;
6. faculty grievance.

**C. Graduate Committee:** The graduate committee is comprised of the Graduate Chair and one faculty from each division with graduate faculty. The committee members are elected by the

graduate faculty of each division and will serve three-year staggered terms. The committee performs the administrative functions required by graduate studies and recommends to the school policies concerning the graduate programs.

The functions of the graduate committee are:

1. to assist the graduate chair in admitting students to the graduate program by seeking recommendations on admission from delegated graduate faculty and in the ranking of applicants for funding;
2. to determine the status of graduate students;
3. to uphold the policies for graduate education formulated by the school;
4. to provide general supervision over work of candidates for the MA and to recommend the appointment of supervisory committees for the PhD;
5. to formulate policy, subject to the approval of the graduate faculty, concerning matters of the graduate program;
6. to assist in the administration of the graduate program;
7. to assist in recruitment efforts;
8. make recommendations for graduate assistants;
9. provide nominations to members of the graduate faculty of candidates for appropriate graduate faculty status;
10. to conduct the annual assessment of the graduate program;
11. review and decide grade appeals brought to it by graduate students;
12. to consider other relevant matters referred to it by the director, associate director or division representatives, Graduate Studies, or members of the faculty.

**D. Undergraduate Committee:** The undergraduate committee is comprised of the associate director/undergraduate chair and one faculty member from each division. The committee members are elected by the faculty of each division and will serve three-year staggered terms. Committee members will also act as undergrad advisors as they will relay information about structure and content of their divisions.

The committee performs administrative functions associated with the operations of the undergraduate curriculum. These include:

1. the review of all proposed curricular changes affecting undergraduates;
2. the status of the major and minor courses of study;
3. the priorities for curricular development at the undergraduate level;
4. review of proposals for participation in interdisciplinary ventures, study abroad, or internships and experiential learning at the undergraduate levels;
5. policy governing undergraduate advising;
6. undergraduate assessment;
7. undergraduate recruitment;
8. review and decide grade appeals brought to it by undergraduate students;

In consultation with the director, the undergraduate advisor shall be appointed by CAS Undergraduate Advising and is responsible for advising majors in all divisions within the school as to program of studies, school, college and university degree requirements, career options, and associated duties.

ACE reporting will be carried out by a faculty member appointed by the director in consultation with the Undergraduate Committee chair.

**E. Reappointment, Promotion and Tenure Committee:** The Reappointment, Promotion and Tenure committee is variably comprised of a subset of voting faculty, as specified in the voting rights section. The specific duties and responsibilities are detailed in the Reappointment, Promotion, and Tenure Guidelines.

**F. Search Committees:** Search committees shall be formed on an ad hoc basis depending on the position opening. The director will seek recommendations for search committee members from the executive committee. Search Committees shall consist of a chair and at least two additional faculty members. At least one member of the committee must be a member of the “protected classes” as defined by UNL’s Institutional Equity and Compliance office. Members of the search committee will participate in training session as required by the IEC. The director of the school meets with the committee at their initial meeting to instruct them in the research goals and policies. After that, the director withdraws from the search process and awaits the committee report.

The search committee has the following responsibilities:

1. oversees the drawing up of the recruitment ad;
2. monitors the development of the files, writing any necessary letters to see that the files are completed, and enforces the cut-off date specified in the ad;
3. after the date for submitting files is past, all committee members review all of the files;
4. develops a short list of candidates to recommend to the school, which may or may not be ranked;
5. after the short list is presented to the faculty, the files of these candidate are made available to faculty members for review to initiate the selection and hiring process.

**G. SGIS Ad Hoc Committees:** After consultation with the executive committee, the director shall appoint such other committees as he/she/they thinks necessary to conduct school business. Committee chairs shall normally serve for two-year terms.

**H. Committee Membership and Rosters:** Insofar as possible, the director shall ensure that every member of the faculty- has the opportunity to serve on standing committees. The director should endeavor to ensure that the extent of faculty committee duties and responsibilities are consistent with their promotion rank.

**I. Faculty Senate Representative(s):** SGIS faculty will elect faculty senator(s) in accordance with the bylaws of the Faculty Senate (3.1.4.5.A) which stipulates that departments with more than five members and less than 25 will have one senate representative.

**J. Library Coordinator:** The Library Coordinator serves as liaison with UNL Libraries and will be appointed for a three-year term by the director.

**K. Certificate Coordinators:** Each certificate program (Forensic Anthropology, Museum Studies, and GIS) shall have a coordinator who is appointed by the director. The coordinators' responsibilities include:

1. Serving as an advisor for certificate participants;
2. Overseeing certification application and approval processes;
3. Providing an annual report to the SGIS faculty;
4. Working with the undergraduate and graduate committees to assure that class offerings and scheduling meet the needs of the certificate.

**L. Archaeology Board:** The Board of Archaeology addresses matters related to the MA specialization in Professional Archaeology and conduct of archaeological fieldwork by anthropology personnel and collections curation.

**M. Faculty Liaisons to student Organizations:** SGIS includes various student organizations. Each student group shall have a faculty liaison, appointed by the director, who will coordinate communication between the student organization and the school and assists in supporting the group's activities.

**N. Community Outreach and Engagement:** The outreach committee shall encourage and promote community involvement within the School, including communications and program marketing strategies. Outreach broadly defines our linkages with History Nebraska, Nebraska State Museum, the Midwest Archeological Center, other stakeholders, and the general public. This committee shall contribute to an overall university goal to move toward engagement that involves greater two-way interaction with the public. The outreach committee shall advise the director on matters related to outreach, provide support for faculty and staff outreach activities, set the School's outreach priorities in cooperation with the director, encourage recognition of faculty and staff excellence, and carry out other assignments at the request of the director. The outreach committee shall be composed of three appointed faculty (ideally, one from each division) and one appointed staff representative. The director may appoint additional committee members based on job responsibilities or interests. The director shall determine the term length for those appointed to the committee based on faculty availability and interest.

## IV. School Meetings

**A. Meeting Frequency:** The School shall meet regularly as a body at least twice a semester during the academic year. If there is insufficient time at a regularly scheduled meeting, additional meetings may be called for items requiring FACULTY action. Meetings may be called by any of the following:

1. the director
2. the executive committee
3. any standing or ad hoc committees,
4. a call by 1/3 of faculty.

**B. Special Meetings:** Special meetings of subgroups of faculty shall be convened whenever necessary to deal with the responsibilities of their respective committees

**C. Meeting Announcement:** Meetings shall typically be announced by means of a written agenda normally distributed one week prior to the scheduled meeting along with any committee reports to be considered. There may, on rare occasion, be special circumstances that require a meeting to be called without this level of advanced notice and documentation. All meetings will be held in accordance with University rules concerning open meetings.

**D. Agenda:** Items may be placed on the agenda, with the approval of the committee or body convening the meeting, by any voting Faculty member or by action from the floor of the meeting itself.

**E. Meeting Attendance:** SGIS faculty are expected to attend faculty, staff, and SGIS general meetings and actively engage in discussions and voting decisions. School meetings cannot take place without the presence of a quorum. A quorum shall consist of a simple majority of the Faculty. Regular Faculty meetings shall be deemed open unless otherwise specified. Members of the teaching staff, i.e., lecturers and adjunct professors in the school, and other Faculty members of the University of Nebraska-Lincoln are welcome to attend open meetings. Meetings addressing personnel actions are limited to the appropriate voting body of faculty.

**F. Meeting Records:** The director will ensure that minutes are taken at each faculty meeting. On a rotating basis, a faculty member will serve as recording secretary for faculty meetings or, if appropriate, the recording faculty member can allocate their responsibility to a staff administrative assistant. The minutes will be distributed prior to the next meeting and be moved for approval at the start of each meeting. The meeting chair is exempt from this duty. Meeting minutes should be in the format of action minutes, and not include attribution of comments on personnel or other confidential matters. When appropriate, an administrative staff member may be asked to take minutes at SGIS faculty meetings. Approved minutes will be stored on a secure school or cloud server to which all faculty have access.

**G. Voting Privileges:** Voting faculty members (as defined in Section II) shall have voting privileges in all matters relating to school governance. After adoption of the bylaws, voting will be conducted according to the current edition of Roberts Rules of Order, with each voting faculty member having a full vote, except as may be noted under other sections of the bylaws. Faculty members on leave retain their right to vote

**H. Voting Plurality Requirements:** In order to pass, a vote must have simple majority support from the voting faculty unless a simple majority of a constituent division raises an objection, in which case, the motion goes to the executive committee for a vote.

**I. Quorum:** A quorum shall consist of a simple majority of the Faculty in residence. All votes will be based on a simple majority of voting members (except for a revision of the Bylaws, see Section X).

**J. Electronic Voting:** If circumstances prohibit in-person voting at a meeting of the SGIS faculty, voting shall be conducted electronically. In cases where a confidential vote must be conducted electronically, a confidential ballot will be disseminated with support from the College of Arts and Sciences.

**K. Proxy Voting:** Proxy votes are permitted so long as the person holding the proxy provides written evidence from the proxy giver of the transfer of his or her voting rights to the proxy holder.

**L. Passing a Motion:** In conformity with generally accepted practices in the State of Nebraska, the school shall follow the parliamentary prescriptions of Robert's Rules of Order.

**M. Vote Postponement:** To be discussed and determined...

**N. Voting by the Director:** School practice will be that the director votes only to break ties.

**O. Confidential Voting:** Any member may request voting by a show of hands or a confidential vote. The tally of confidential paper ballots will be taken by the associate director and recorded in the minutes. Verified results of confidential electronic votes will be shared with the faculty.

**P. Other Issues that Call for a Vote:** Other issues may be placed on a ballot by the director in consultation with the executive committee or by a majority vote of the members attending any general school meeting. These issues shall be a simple majority vote.

## V. Division Meetings

[Section V to be drafted during the 2020-2021 academic year]

## VI. Personnel Policies

[Draft outline. Section VI to be drafted during the 2020-2021 academic year]

- A. Faculty Recruiting and Hiring
  - 1. Procedures for Hiring Faculty
  - 2. Search Committee
- B. Mentoring for Faculty
- C. Workload Apportionment for Faculty
- D. Reappointments
- E. Promotion and Tenure Process and Policies

E.1 The School shall follow the policies, procedures, and criteria set out in the operative documents of the Board of Regents, the Office of the Executive Vice Chancellor, and the College of Arts and Sciences.

E.2 Faculty shall be evaluated on their teaching, research, and service records based upon their apportionment for each of these areas of responsibility. The standard apportionment for tenure-line faculty is 40% research, 50% teaching, and 10% service. The standard apportionment for Professor of Practice faculty is 80% teaching, 10% research, and 10% service. If there have been any approved adjustments of apportionment due to alternative duties (e.g., administrative service to the college), this should be documented in the annual merit reviews, and taken into account in the reappointment, promotion and/or tenure evaluation.

E.3 Faculty are required to use the College of Arts and Sciences Reappointment, Promotion and Tenure online system to submit their reappointment, promotion, and tenure files. Faculty are required to follow the guidance provided on the College website for the required elements in their file. Specific guidance is provided for Professor of Practice and for tenure line faculty being considered for promotion and, where appropriate, tenure. All faculty are required to include a

curriculum vita, statements summarizing their performance in each area of apportionment, and supporting evidence documents (e.g., teaching evaluations, publication reprints) in appendices. Copies of prior appointment and evaluation letters will be part of the file. The Administrative Section of the file is the responsibility of the Department, the Candidate Section (which includes only: CV, Candidate Statements, and the Appendices – student teaching evaluations, research, evidence of service) is the responsibility of the candidate. The Administrative Section includes: Transmittal Form, Annual Evaluations and Reappointments, faculty & chair letter, external reviews, at least 2 peer review of teaching, the Course Listing (with its comparative data).

E.4 The online files should be completed and made available to the faculty conducting the review at least 10 working days in advance of the first meeting. The faculty eligible to be included in a specific department faculty review committee varies by rank and tenure status of the faculty to be reviewed. The composition of this committee for varying faculty reviews is detailed in section 2.0 of these bylaws.

E.5 In order to participate in the review, faculty review committee members are required to examine the file prior to the initial committee meeting. It is the expectation that each member of the faculty review committee will be familiar with the file and prepared to participate in the discussion.

E.6 The director will be present to observe, but not vote, in the faculty review committee meeting. In advance of the meeting, a senior faculty member will be designated as the faculty review committee chair. The committee chair will have the responsibility to oversee the meeting, count and report the votes, and write a letter of transmittal, addressed to the School Director, summarizing the discussion and votes.

E.7 The faculty review committee will evaluate the candidate's file in each area of apportionment (e.g., teaching, research, service). As specified in the College Handbook for the College of Arts and Sciences, the following range of adjectives should be used for rating the candidate in each area of work performance; Outstanding, Superior, Good, Adequate, or Inadequate. Mid-adjective ratings are permitted (e.g., Good-to-Superior). It is expected that faculty will openly discuss factors that will influence their rating. This will give the committee chair the type of detail needed to describe the bases for the ratings and recommendation votes in the letter of transmittal. Committee members vote by secret ballots, and the committee chair will report the votes to the committee at the completion of the count.

E.8 The faculty review committee assessment of the file must be limited to the content of the candidate's file. No new evidence of performance review can be introduced during the committee deliberation. With the possible exception of external letters for promotion (and tenure), depending on whether or not the candidate has waived the right to see those letters, the candidate will have full knowledge of everything in the file being assessed by the faculty review committee.

E.9 At the completion of the evaluation of the candidate's areas of work responsibility, the committee would then move to the appropriate comprehensive vote(s). This may be a reappointment vote, a promotion vote, or votes on both promotion and tenure. Again, voting is conducted by secret ballot with the committee chair counting and reporting the votes.

E.10 Following the meeting, the faculty review committee chair will draft a letter of transmittal to the School Director summarizing the discussion and votes. The letter will be provided to the candidate for review. If the candidate does not have a concern or objection to the letter, it will be placed in the committee review section of the Reappointment, Promotion and Tenure online file with a copy to the candidate.

If the candidate has concerns with facts or interpretations in the letter, they have 5 working days following receipt of the draft letter to request a reconsideration by the committee. Typically, this is accompanied by a written statement in response to points of dispute with the committee letter. Following the reconsideration meeting, the committee chair will complete the transmittal letter and distribute as described in the prior paragraph.

Regardless of the committee votes and recommendations, the candidate always has the opportunity to add a response to their online file. The candidate should inform director if they plan to add a response. This is done to ensure that the next level of administrative review would not be initiated until the candidate's response is added to the file. Any such responses would need to be added to the file within 5 working days of the decision.

E.11 The faculty review committee votes are advisory to the School Director. Upon receipt of the final transmittal letter from the faculty review committee, the School Director will prepare a transmittal letter to the dean providing an independent evaluation of each area of performance review and a recommendation on the reappointment, promotion and tenure votes being considered. The School Director should provide explanations for any recommendations that vary from the assessment of the faculty review committee.

The same candidate rights (described in E.10) to review, response with request for reconsideration, and ability to add a response, apply to the School Director transmittal letter.

E.12 Any reviews associated with promotion and/or tenure will involve evaluations from reviewers who are external to the university. The candidate and the ~~department~~ school will work together to produce a list of 10-15 potential external reviewers. The candidate begins the process by submitting a list of names of potential reviewers who are not from institutions where they obtained their graduate, post-doctoral training, or some other conflict of interest in evaluating the candidate. The School Director will consider additional names recommended by the faculty review committee. Following college directives, the external reviewers for decisions regarding tenure track faculty should be full professors from Carnegie R1 classification. External reviewers for Professor of Practice faculty seeking promotion should be full professors, or their equivalent rank for instructional faculty, in institutions that fit the Carnegie R1 classification. The School Director may make requests, with justification, to the college dean to include any reviewers who do not meet this qualification. External reviewers approved by the college will then be contacted by the School Director, following college guidance for content, to request their assistance in the review process. There must be a minimum of three external reviewers who are at full rank from R1 institutions.

The process of selecting external reviewers will be initiated in the Spring semester in the academic year prior to any promotion and, if appropriate, tenure review. Requests for participating in the review would typically be sent to the selected external reviewers by the end

of the Spring semester. This will require that the candidate's curriculum vita, statements, and supporting documents relative to the external review assessment be prepared by this date.

- A. E.13 The reappointment, promotion, and tenure review processes will be initiated early in the Fall semester to ensure that the department-level review and recommendations will be completed in time to meet college timelines. The college timelines vary by the year of reappointment review and by promotion in rank, and promotion with tenure reviews. The director is responsible for being aware of these timelines and setting the calendar accordingly. The director is also responsible for informing the candidate and members of the faculty review committee of the schedule including any deadlines for file completion and review.
- B. Promotion and Tenure Standards for TT faculty
  - 1. Research and Creative Activities
  - 2. Teaching
  - 3. Service
  - 4. Administration
- C. Post-Tenure Review
- D. Promotion Standards for Professors of Practice
- E. Annual Merit Evaluation
  - 5. Gathering Information
  - 6. Criteria
    - a) *Research & Scholarship*
    - b) *Teaching*
    - c) *Service*
  - 7. Weighting
  - 8. Process
  - 9. Feedback
  - 10. Appeals

## VII. Instructional Policies

**A. Teaching Assignments and Course Scheduling:** All final decisions regarding teaching assignments are made by the director in consultation with the associate director and the Undergraduate and Graduate Committees. Assignments will be made pending needs of individual divisions, availability, seniority, expertise, and, for students, progress toward degree. Faculty will be asked to fill out a form indicating teaching preferences for the year. While the School will make every effort to accommodate preferences and assign teaching opportunities for faculty, lecturers, and GTAs fairly, the School must balance preferences for classes, days/times against the needs for the students and curriculum.

The undergraduate and graduate committees will establish class size guidelines and update those as needed with the goal of ensuring class size limits reflect pedagogical commitments of the School and parity among instructors.

### *Teaching Load for Faculty*

Teaching load is determined by apportionment assigned to a given position and as indicated in their contract at time of hire. In general, tenure-track and tenured faculty members teach two courses each semester. However, the School shall maintain flexibility by making exceptions to

this normal assignment for unusually heavy administrative or service responsibilities. At the same time, some faculty members may teach more during some years if their involvement in service or research has dropped. These exceptions are made by an agreement between the individual faculty member and the director, with input from the Executive Committee. Professors of Practice have, by the terms of their appointments, a higher assigned percentage of teaching and a proportionally reduced percentage of research.

Teaching loads can be adjusted to accommodate additional duties as assigned. As part of the Annual Merit Review, tenured faculty and professors of practices will review their performance and may at that time request an adjustment to their workload apportionment for the following academic year in consultation with the School director. The Executive Committee will review these requests and make a recommendation to the director regarding apportionment for the coming academic year.

Course releases may be granted to faculty holding administrative positions in the School (e.g., associate director, and graduate chair) and faculty may request reductions from the executive committee for other commitments (e.g., editing a journal, association leadership, or other commitments). Ad hoc requests for course releases should be made to the director in advance of the requested release and must be approved before applying for or accepting a given leadership or service role. Given limited funding and personnel, the School may not be able to support all requests or multiple requests at one time.

In general, the School regards a course commitment or replacement commitment to comprise nine hours per week during the semester. Work replaced should be equivalent to that commitment.

#### *Summer Teaching Assignments*

Summer teaching availability will be governed by budget allotted from the college and assignments are made by the director of the School in consultation with the undergraduate and graduate committees. For GTAs, the director will use a priority system that takes into account progress toward degree completion, seniority, expertise and school need, and past teaching evaluations. GTAs returning the following year and those with minimal opportunities in the past will have priority.

#### *Field School and International Education Teaching*

All faculty and full-time lecturers must submit a request to lead a field school/tour or international education courses at least one semester prior to the program. International education programs must also be screened and approved by the College of Arts and Sciences and Education Abroad Office 18 months prior to departure.

#### *Office Hours and Student Communication*

All faculty, lecturers and GTAs will post and hold a minimum of two hours per week (however faculty with higher teaching loads should attempt to provide additional office hours), not all on the same day and at times convenient to students, during the academic year. Office hours, location, and contact information should be posted on syllabus, office door and/or through UNL's learning management system. If missing office hours instructors should notify their students and the main office and ask the office or a colleague to post a note on their office door. It is important to provide alternate or 'make-up' office hours as a replacement.

All faculty, lecturers and GTAs are expected to make appointments and to respond to email and other messages in a timely fashion; normally within 48 hours during the work week. Instructors

of distance education courses should recognize the importance of email as the only direct contact they have with students and attempt to respond within 24 hours during the work week.

Instructors should not schedule extended (longer than a week) personal or professional travel during semester unless they have discussed this with the director in advance.

**B. Evaluation of Teaching:** Every undergraduate and graduate course participates in the student course evaluation process at the end of the semester, per NU Board of Regents policy. All evaluations must be completed by the end of final exam weeks through the university sponsored online evaluations and in accordance with university procedure. In addition to standard questions mandated by the university, faculty can add additional questions to the final evaluation. Questions must receive approval by the Associate Dean of Undergraduate Studies. Faculty are responsible for checking completion rates and if they are lagging should encourage students (via email or in class) to complete the online evaluation. Faculty should provide class time for completion of course evaluations but should encourage students to bring their laptops or have their smartphone devices download the course evaluation app. Students should be encouraged to provide qualitative feedback in their evaluations.

Tabulated results and written comments will be available to all faculty, lecturers and GTAs in Canvas a few weeks after their completion. The director will request individual meetings with instructors as necessary should evaluations display any patterns of problems.

Pre-tenure faculty, tenured faculty that have not yet been promoted to Full Professor, Professors of Practice and lecturers will have an annual peer evaluation of their teaching. Lecturers serving from semester to semester will be observed every semester. Tenured Full Professors will be evaluated once in every three-year merit cycle. The evaluator and faculty will agree on a mutually agreeable time/date. After the observation the evaluator will meet with the faculty to discuss the evaluation. The faculty has the right to respond within a week of being presented with the written evaluation. Both parties need to sign and date the form.

**C. Absence from Class and School Duties:** All School members should strive to limit absences and, in the case of instructional staff members, cancelling classes, planning ahead as possible. Classes should not be cancelled for weather-related reasons if the university has not posted a closure of the campus. School members should confer with the director, and if not available, the associate director if they have questions or concerns in these situations. It is critical that the director and main office know when instructional staff are missing or moving a class and what the students are to do.

Absences for Instructional Staff (which includes all instructors of record and GTAs): Inform students in writing and in class multiple times. Let them know what will be happening with the class that day. Complete and submit (to the main office either via email or in person) the School "Memorandum of Absence," specifying details of absence and plans for the students, and when applicable, who is covering the course. For last-minute absences, instructors should attempt to find a colleague to fill in and/or put up a note in the classroom. Instructors should contact the students in the best ways possible and make sure the director, associate director, and main office are informed. Complete a "Memorandum of Absence" so the School has a record of what happened with the class that day.

When absences from classes or other duties will be for an extended period of time, faculty, lecturers, GTA, or staff should work with the director about how to cover duties and/or apply for or negotiate a leave of absence following college and university policies. The director may initiate these conversations and actions as necessary.

Any member of the faculty who does not inform the director prior to an absence and does not fill the "Memorandum of Absence" or send an email about an absence, even if arrangements take place to cover the class, is in violation of the School absenteeism policy. More than two cases of unreported absenteeism may impact merit pay increases for that academic year.

**D. Incompletes:** Incompletes for undergraduate and graduate courses should be assigned rarely and only when students can reasonably finish the work assigned in a timely way. Per university policy, a course may be assigned an Incomplete or "I" when a student is unable to complete a course due to illness, military service, hardship, or death in the immediate family. Incompletes will only be assigned if the student has already substantially completed the major requirements of the course. Instructors should discuss their policy on incompletes in the course syllabus. Instructors should attempt to meet with the student prior to assigning an "I". During the meeting (and in an email sent to the student) the instructor will specify work to be completed, due date, and how work will be evaluated. Instructors must create a detailed document for the instructor and student specifying specific work to be done, due dates, and how work will be evaluated. In the event the work specified in these documents is not complete by the assigned due date, the Incomplete grade will be changed to reflect the grade the student would have earned based on the work completed at the end of the semester.

**E. Records Retention:** All instructors (faculty, GTA, lecturer) must maintain student grades and materials for undergraduate and graduate courses. Each instructor is responsible for maintaining their own paper and/or electronic records and making the following information available as needed: (a) Retain all student material for at least one year after the class or upon resolution of a grade appeal, (b) and retain all assigned student grades (assignment and final grades) for at least five years. If such assignments and grades are not maintained within Canvas (the University's learning management system), instructors should maintain those records for at least five years.

**F. Privacy & FERPA:** Instructors and all School staff have a responsibility to protect the privacy of students and School members. In accordance with FERPA, instructors and advisors cannot release any student non-public directory information to a third party. This means that instructors and advisors cannot release information regarding a student's schedule, grades, performance, academic standing, written communication, online forum communication, or anything not listed in a public directory to anyone other than the student. Instructors may not post a student grade by name or social security number in a physical or online public space and should use Canvas to post grades for students. Instructors may not leave student papers or exams outside an office door or any public place. Instructors or other school staff may not discuss the performance or grades of a student with others, including parents or other family members. Parents with questions about their student should be referred to communicate with the student directly.

The only exception is in the event that the student has filed a full or partial FERPA waiver. In such cases, instructors should always check to be sure that the University has a FERPA waiver on file.

**G. Student Accommodations and Disability:** The School is committed to helping all persons succeed in their work. Any requests for student accommodation will be handled by the Services for Students with Disabilities (SSD) office, 132 Canfield Administration, prior to permitting the accommodation as that office is positioned to recommend the proper accommodation. The Diversity and SSD statement (found in UNL's learning management system under Teaching resources) should be posted verbatim on each class syllabus.

**H. Title IX:** Title IX concerns the national policies about discrimination based on sex. All School employees (including staff) are responsible for understanding and acting on the policies posted

on UNL's Office of Institutional Equity and Compliance website and to report concerns or violations to that office. The director and associate director are designated Title IX Responsible Employees (RE) and must report names of persons who have experienced discrimination.

**I. Academic Honesty & Misconduct:** Instructors should have a clear policy about academic misconduct and its aftermath in their course syllabus and will include the university template language in each syllabus outlined in the UNL Student Code of Conduct. If, after a review of the evidence and this conversation, the instructor determines that academic dishonesty or misconduct has indeed occurred, the instructor will prepare a written account of the offense and sanctions. In keeping with the College of Arts & Sciences policy, all incidences of academic misconduct that affect a student's course grade must be reported to the campus Student Conduct and Community Standards Office. More information can be found on UNL's Academic Integrity [website](#).

**J. Grade Appeal Process:** Responsibility for evaluating student work and assigning grades rests with the course instructor. In cases where students believe they have been unfairly evaluated, responsibility for appealing a grade rests solely with the student and no other representative party. Students wishing to discuss or appeal their grades should consult course syllabi and work with their instructors first. The School policy describes this process and the process for appealing to the associate director, followed by the School undergraduate and graduate committees.

## VIII. Miscellaneous Policies

[Draft outline. Section VIII to be drafted during the 2020-2021 academic year]

- A. Diversity and Inclusion Statement
- B. Travel Funding for Faculty
- C. Computer Use and Replacement
- D. Courtesy appointments
  - 1. Associate Faculty
  - 2. Affiliated Faculty
- E. Faculty Development Fellowships
- F. Faculty Leaves
- G. Joint Appointments for Faculty
- H. Summer Expectations for Faculty
- I. Faculty Grievance Procedures
- J. Nepotism
- K. Dual Relationship Policy
- L. Extramural Instruction Policy

## IX. Adoption of Bylaws

These Bylaws shall become effective immediately upon their adoption by a two-thirds vote of all SGIS faculty (see membership, Section II).

## X. Bylaw Amendment Procedure

Changes to these bylaws may be initiated by the director, associate director, executive committee, or by a petition of 10 percent of SGIS faculty with voting privileges. These bylaws may be amended at any regular meeting of the faculty provided the amendment has been presented in writing at a previous regular meeting. Approval of amendments to the bylaws requires a two-third majority by secret ballot.