

# TEXAS WOMAN'S UNIVERSITY

Faculty Senate Meeting  
Friday, January 17, 2025  
LIB 101 and Zoom

The meeting was called to order at 10:03 AM.

## Roll Call

Abbott X	Acho X	Barnett X	Burke, A. X	Burke, M. X
DelloStritto X	Dice X	Dillon X	Du X	Dunlap X
Elkins X	Ernst X	Gates X	Gullion X	Hynds X
Lambert SUB	Landrum X	Lucero Jones	Miketinas X	Morgan SUB
Petersen X	Richmond X	Rosa-Dávila X	Sen X	Sit X
Smith X	Talleff X	Terrizzi X	Trujillo-Jenks. SUB	Van Erve X
Woods X				

TCFS Representative: Shawnda Smith  
Parliamentarian: Jacob Blosser

## Guest Speakers:

- Dr. Stephanie Brown, Student Life, Associate Vice President for Student Enrichment, Health and Support
- Ms. Wonny Lervisit, Interim General Counsel
- Dr. Linda Rubin, Faculty Ombudsperson

## Senate Substitutes:

- Dr. Adesola Akinleye - Substitute for Dr. Ilana Morgan, Dance
- Dr. Rebecca Fredrickson - Substitute for Dr. Laura Trujillo-Jenks, School of Education
- Dr. Tushar Shah - Substitute for Dr. Jason Lambert, MAK College of Business and Entrepreneurship

## Faculty Guests:

- Dr. Vivian Casper
- Dr. Catherine Mbango
- Dr. Alicia Ramirez

## Staff Guests:

- Ms. Kristin Clark
- Ms. Stephany Compton
- Ms. Adrian Shapiro

# TEXAS WOMAN'S UNIVERSITY

## **Approval of Minutes**

December 6, 2024, Retreat Minutes

Motion to approve, M. Burke., second, A. Elkins

Three abstentions. Motion passed.

## **Approval of Agenda**

Motion to approve, M. Burke; second, A. Elkins

Motion passed unanimously.

## **Dr. Stephanie Brown (Student Life) and Ms. Wonny Lervisit (Interim General Counsel)**

### **URP 06.120 Student Religious Holy Day Observance Policy**

Change in policy from an accommodation policy to an observation of religious holy day policy that aligns with Texas Education Code §51.911. IHEs are required to excuse students for absences to observe the holy day as well as travel days for the holy day. Make up work must be allowed for these days. This is consistent with the excused absence policy. Policy does not apply to days that would impact patient care (e.g., clinical internships). The Dean of Students should be advised in situations where there is disagreement on the policy. Faculty notification is encouraged as early in the term as possible, but there is no deadline. Faculty Senate asked for clarification on clinical placements. If the request interferes with patient care, the request can be denied. Faculty Senate asked about requests from students for release from class for 15-20 minutes to observe a prayer period. Noted that the policy only applies to religious holy days. Seek guidance for religious accommodation from the Dean for those types of situations. Faculty Senate inquired if the request must be reported to a particular office. Indicated that the paperwork just needs to be completed.

## **Dr. Linda Rubin - Ombudsperson Report**

Four principles guiding practice

- Confidentiality - Conversations are confidential unless faculty have provided a release for the information to be shared.
- Neutrality - Advocate for the faculty but work to be neutral.
- Independence - Not part of the traditional hierarchy of the University structure. Not in any chain of command.
- Informality - Visit to the ombudsperson is voluntary - no one can be required to meet with the ombudsperson.

All that said, Linda is a direct report to the provost. Routine issues are reported to the provost as a type of issue (spreadsheet of types of support provided). Used to identify trends in concerns or issues to that they can be addressed systematically. Process is similar to research - data is recorded but deidentified before being reported to the provost. Cases are recorded, regardless of the number of people involved, and reported to the provost. The number of faculty, rank, and type of issues are also recorded and reported. If the ombudsperson receives a request but cannot work with the person (e.g., student, staff), the issue is reported as a referral as the individuals are referred to a different TWU office. Two patterns in the data include more cases on the Denton campus than the other two; and more cases from Houston than Dallas.

# TEXAS WOMAN'S UNIVERSITY

## **Provost Forum – Dr. Angela Bauer**

### *National Council on Undergraduate Research*

- TWU has 26 undergraduate research proposals accepted this year for the conference, which is a record number. This success reflects the impact and importance of the faculty mentors.

### *MAK College of Business*

- Provost recently met with the architects and engineers; GRB building is currently undergoing deconstruction in preparation for the new building to be constructed. The prominent opening for the building will face Oakland Ave. Building will include dedicated spaces for interdisciplinary and interactive collaboration and for faculty and students to gather along with classroom and faculty office space.

### *First Year Experiences/Initiatives*

- The pilot study for the supplemental instruction is underway. Feedback thus far has been quite positive.
- Paired course learning opportunities (FTIC students are put in cohorts and enrolled in at least two of the same courses to increase connection and engagement) are being considered in addition to the living-learning communities.
- Where possible, full-time faculty are being assigned into the first-year courses instead of adjunct faculty.
- An external learning community expert will be brought to TWU to lead a workshop for faculty teaching the paired courses as well as other interested faculty. More information is forthcoming, but it will likely be in the first week of April.
- Co-directors will be appointed by the provost to oversee the First Year Initiatives. They will focus on student activities, while the provost will focus on additional faculty training.

### *General Education Advisory Committee*

- A General Education Advisory Committee (may be named something else), comprised of faculty, will be convened to revisit the university's core classes. This work is beyond the scope of the General Education Committee. Updates forthcoming.

### *Enrollment Reports*

- Provost has worked with the Graduate School and the Office of Institutional Research and Data Management to develop a five-year enrollment report. Plans to make a regular annual report to help guide programmatic changes and considerations related to fluctuations in enrollment.
- The Deans will be working closely with the ACAs to review the data and to consider the next steps for individual programs to revise, adjust, or better support the program. Reports will be made to the provost so that the Provost's Office can proactively support programs.
- Faculty Senate inquired about how the reporting of faculty conversations will be addressed. Provost indicated she hoped this would generate health conversations and that faculty should be driving the process of addressing the enrollment concerns. The provost was clear that this process is about generating a vision for programs rather than targeting smaller programs for elimination.

### *AI Survey*

- The Office of Institutional Research and Data Management is working with the provost to disseminate a survey (created by Hanover) that addresses the use of AI by faculty and their needs as well as preferences on the use of AI by students. Provost requested high faculty completion of the survey.

# TEXAS WOMAN'S UNIVERSITY

## *Engineering Program Consultant*

- The consultant has made a report to the Provost's Office and noted a positive outlook for adding an engineering program, noting that TWU would be well positioned to provide a unique engineering program. A steering committee will be convened to further this initiative, which is consistent with the University's strategic plan to grow STEM initiatives. Faculty Senate inquired about the composition of the steering committee and the provost indicated that it would likely be comprised of multiple offices that would be involved in launching the program (e.g., Provost Office, facilities, Undergraduate Committee, etc.).

## *Process Engineer Updates*

- The process engineer contract has been finalized. Once hired, the first process that will be addressed will be the hiring process. If the process goes well, the consultant will move onto contracts and procurements.

## *Searches*

- Dean of COPE ad was delayed in posting in the Chronicle of Higher Education so that search is still on-going.
- CHS Dean search is underway with a solid pool of candidates.
- Executive Director for the Center for Faculty Success pool of applicants has been reviewed
- Not using a search firm for the ED and VP but TWU is using a firm for dean positions.
- Delay in part because TWU to put out a bid for the search for the Dean for AS.

## *Capital Planning Committee*

- Meets later in January and their decisions will be shared in next Faculty Senate meeting.

## *Equity Funds*

- Provost noted that she will be revisiting the faculty equity study that was completed last year with assistance from the Office of Research and Data Management to examine if additional equity funds can be allocated from the remaining pot of funds.

## *Grievance Policy*

- Provost took a moment to acknowledge Shannon Scott and Wonny Lervisit for their assistance with the faculty grievance policy changes.

## *Faculty Senate Inquiries*

- Faculty Senate inquired about flexibility in workload. Provost indicated that there is flexibility in how the workload is determined. Faculty Senate indicated that there may be pushback on faculty input on workload differentials, and faculty and selected programs are experiencing significant difficulties, particularly as it relates to credit for research and service. Provost heard multiple examples from members of Faculty Senate on how workloads are being determined and that 12 units of teaching leaves little time for research and service.

## **Interim Vice Provost for Faculty Success - Dr. Shannon Scott**

- Noted that after the AI study is completed that differential workload will be examined.
- AI initiative for the spring:
  - Lee Brown and Daniel Ernst will lead the AI community of practice in the spring. The community will meet bimonthly and share discussions with the TWU faculty. Monthly drop-sessions will also be made available for faculty, which will inform.
  - Ethics panel discussion around AI also planned. AI Lunch and Learn session will also be sponsored for faculty in the spring.
- PPR Trainings:
  - First Year, second year, and third year PPR trainings done in the fall. This spring year, Four and Five trainings will be completed,

# TEXAS WOMAN'S UNIVERSITY

- Post-promotion and post-tenure session for faculty being held Friday, January 17.
- For faculty who are preparing tenure and promotion materials, a session is planned with Zoom option for Feb 28 .
- Dr. Scott asked that faculty be sure to acknowledge each step in the review process when they are notified. If faculty don't acknowledge the review online, the process does not advance. Also, if there are changes needed in the review process, it must be done manually, so please contact Jillian Morales in the Provost's Office.
- Watermark:
  - Delays in contract processing have delayed implementation but it is still planned for launch in the last week of January. Watermark is still being set up for migration from Sedona, with follow-up edits needed by faculty rather than fully entering all content.
  - Noted that Watermark will be the CV system as well as the performance review system but individuals who are going up for promotion and/or tenure this year will need to use the current system throughout this academic year.
- Canvas
  - Faculty should see Ally scores in their Canvas shells. Faculty should look for training options in the email updates if they need additional assistance with making online materials/content compliant.
- Teaching and Learning Guides
  - Teaching and learning guides are being developed to support mentoring, interacting and working with students including working with AI.

## **Speaker Report - Dr. Emarely Rosa-Dávila**

- Speaker met with Dr. Mendez-Grant about student housing, and she noted that the new housing options may include small business spaces as well as dedicated housing for faculty (e.g., new hires living on campus until they can find housing locally). Speaker has invited a group of faculty to participate in a focus group with the housing consultant next week.
- Faculty Senate noted that PT office space is a concern on the Denton Campus. Asked that the Speaker note that in the focus group. Faculty Senate asked to share feedback to the Speaker to be shared in the focus group.
- Honors Program Anniversary will occur in March and will be supported by celebrations. More information forthcoming.
- April 21 and 22 are the dates for the TWU Research Symposium. Mark your calendars.
- The Office of Research and Data Management will be sharing post equity updates later in the spring.
- The policies updated in December went to the Council of Chairs and are being held in the OGC office until the new General Council is hired.

## **Unfinished Business**

### Faculty Grievance and Appeal Process Policy URP 02.350

- Delays in communication outside the Faculty Senate control have delayed the feedback to the Faculty Senate so it could not be discussed today.
  - Motion to table the second reading by M. Burke; second, P. Landrum
  - Motion passed unanimously.

# TEXAS WOMAN'S UNIVERSITY

- eFaculty Senate Leadership asked if senators had enough time to intentionally read through the policy in order to have a discussion. Noted that Faculty Senate got the policy back on Tuesday (1/14/25). Wonny said OGC needed additional time to add definitions, etc., to make the document legally sufficient. Faculty Senate asked a procedural question – if the Faculty Senate was voting given that there was insufficient time to get this out to faculty? Faculty Senate completed a second reading.  
Motion: J. Terrizzi made a motion to approve on the second reading; M. Burke seconded the motion.
- Faculty Senate noted concern with the phrase “moral turpitude” as there is no legal definition - courts have determined that it is ambiguous. Additionally, general definitions of moral turpitude are already covered by the other phrases in the policy. The phrase has been used to disenfranchise marginalized communities. Dr. Bauer indicated “moral turpitude” is in SB 18 and we need to be aligned with that SB 18. Additionally, removal of the term would make the policy not at legally sufficient. Faculty senate would like to put the policy forward noting that the term “moral turpitude” should be removed.
- Faculty Senate questioned who defines “unprofessional conduct”.
- Faculty Senate questioned the use of probable cause as it is defined as a reasonable expectation that a violation of policy has occurred. Yet, in the policy it is used in the opposite way of how it is defined.
- Faculty Senate noted that Items I and M are repetitive (page 30).
- Faculty Senate noted concerns that the complaint goes to the secretary of the board, who is usually the OGC who was in these hearings and has more information than the board. Requested a change policy so that it goes to the chair of the board instead of the secretary. OGC is likely a conflict of interest.  
Motion: D. Hynds made a motion to amend policy to include a definition of moral turpitude, to edit probable cause, and to change the recipient from the secretary to the chair. Seconded by M. Richmond.
- Discuss the revised version including moral turpitude, request that policy indicate that a faculty should be convicted of, not just accused of, something for it to move forward to hearing. Common examples of moral turpitude discussed along with concern that mentioning some, but not others, in law can cause serious consequences.  
M. Richmond moved to vote on the motion as proposed.  
Motion: Recommend that within the policy, TWU define or strike moral turpitude; address issue related to probable cause; and send complaint to chair rather than secretary. We have reservations and these are our recommendations for those areas.  
Call for the question by D. Hynds, followed by vote.  
Motion passed unanimously.

## **New Business**

### IT Concerns:

Faculty Senate noted faculty complaints specific to technology and permission for faculty (e.g., software updates, apps, screensharing, browser updates). Faculty end up losing productivity time troubleshooting issues and/or waiting for IT to provide the support. Additional issues noted for Mac/Apple users. Faculty Senate shared an example of word usage warning message for content in chats, noting that their chats are being monitored and blocked. Faculty Senate expressed concerns that the administrator privileges may be too restrictive and are negatively impacting faculty productivity. The Speaker indicated she would follow up with Dr. Torres and report back to the Faculty Senate.

# TEXAS WOMAN'S UNIVERSITY

## Reports

Speaker Pro Tem - P. Landrum

Secretary - S. Dillon

Expressed thanks to M. Burke for assisting with the minutes taken during the discussion of Faculty Grievance and Appeal Process Policy URP 02.350.

Speaker Ex Officio - J. Terrizzi

TCFS Representative - S. Smith no report but next meeting is in February

## Standing Committees:

1. Academic Freedom and Responsibility – D. Hynds
2. Academic Standards Committee – W. van Erve
3. Administrator Evaluations – C. Acho  
Data from the Chancellor's evaluation positively supports Dr. Feyten's work. The ACA evaluations will go out to faculty in February and be open for two weeks.
4. Budget and Planning – M. Burke
5. Committee Selection Committee – J. Talleff
6. Constitution and Bylaws – A. Elkins
7. Elections – R. DelloStritto  
Call for College representatives for the AABAC are out. After the College representatives are selected, the call for at-large members will be sent out to faculty on the Dallas and Houston campuses.
8. Equity, Inclusion and Anti-Racism – J. Lambert
9. Faculty Handbook – J. Dunlap
10. Ad hoc Committee for Student Success – L. Trujillo-Jenks

## Adjournment

Motion to adjourn, M. Burke; second, W. Van Erve.

Meeting adjourned at 1:03 PM.

Submitted Suzanna Dillon, Secretary

January 24, 2025

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Student Religious Holy Day Observance Policy**

**Regulation and Procedure Number: URP: 06.120**

**Policy Owner: Student Life**

## **POLICY STATEMENT**

Texas Woman's University ("TWU" or University") respects the religious observances of students even though they may conflict with University class meetings, assignments, or examinations. Texas State and Federal law and University policy prohibit discrimination on the basis of religious belief.

## **APPLICABILITY**

This policy is applicable to TWU Students and Faculty.

## **DEFINITIONS**

1. "Faculty" means a person who teaches a course offered for academic credit by TWU, teaching assistants, instructors, lab assistants, research assistants, lecturers, adjuncts, assistant professors, associate professors, and full professors. This also includes clinical faculty, visiting faculty, and adjunct faculty.
2. "Religious Holy Day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code Section 11.20. Religious Organizations.
3. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.

## **REGULATION AND PROCEDURE**

- I. Religious Holy Days

Texas Woman's University is committed to providing an academic and work environment that is respectful of the religious beliefs of its students.

## II. Student Religious Holy Day Observance Procedure

- A. In accordance with state law, Texas Woman's University shall excuse a student from classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose.
- B. To request an excused absence to observe a religious holy day under this policy, students should submit the Request to Observe Religious Holy Day Form to their course faculty as early in the term as possible. A separate form must be submitted for each course. Students are encouraged to inform their course faculty about religious holy days early in the term to enable better planning and coordination of work assignments and examinations.
- C. Students whose degree plans require offsite clinical and experiential learning components should submit the Request to Observe Religious Holy Day Form to their academic component administrator as early in the term as possible. Students are encouraged to inform their academic component administrator about religious holy days prior to the beginning of their internship, practicum, or clinical assignment and no later than the first day of class to enable better planning and coordination of internship, practicum, or clinical assignments. A request for an excused absence to observe a religious holy day under this policy may be denied if the requested absence interferes with patient care.
- D. A student whose absence is excused under this section shall be treated in accordance with TWU URP 06.160: Excused Absence Policy. Faculty are encouraged to announce reasonable time periods for make-up work and examinations in the course syllabus and to make clear the consequences of a student's failure to meet such deadlines for make-up work and examinations.
- E. If a student and their course faculty disagree about whether the absence is for the observance of a religious holy day, or if they disagree about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the faculty may appeal to the Dean of Students Office. All parties must abide by the decision of that office.

- F. A student who is excused under this policy may not be penalized for the absence; however, faculty may respond appropriately if the student fails to complete the assignment or examination satisfactorily.
- G. Any student who believes that they have been discriminated against as a result of making a request to observe a religious holy day under this policy may report these concerns by following the procedures outlined in URP 06.230: Student Grievance.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

[Texas Tax Code Section 11.20 – Religious Organizations](#)

[Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter A, Rule 4.4—Student Absences on Religious Holy Days](#)

[Texas Education Code Section 51.911—Religious Holy Days](#)

[URP 06.160: Excused Absence Policy](#)

[URP 06.230: Student Grievance](#)

## **FORMS AND TOOLS**

[Request to Observe Religious Holy Day Form](#)

**Publication Date: 07/02/2021**

**Revised: 07/02/2021**

**TWU Faculty Ombudsperson Data: Frequency of Cases, Faculty Members, and Issues**

Year	Semester	Total Number of Cases/Issues			Number of Faculty by Tenure and Rank											
		# Cases	# Faculty	# Issues	Tenure Status				Rank							
					Untenured	Tenured	Clinical	Staff	Student	Prof Libr	Adj/Lec/Vis	Other	Assistant	Associate	Full	NA
2014	Fall	12	13	14												
2015	Spring	17	21	27												
2015	Summer	11	13	16												
<b>Totals for 2014-2015</b>		<b>40</b>	<b>47</b>	<b>57</b>												
2015	Fall	32	39	47	12	22	4	0					12	20	6	1
2016	Spring	36	37	40	5	31	1	1					5	18	12	2
2016	Summer	12	12	15	3	6	1	2					3	3	4	2
<b>Totals for 2015-2016</b>		<b>80</b>	<b>88</b>	<b>102</b>	<b>20</b>	<b>59</b>	<b>6</b>	<b>3</b>					<b>20</b>	<b>41</b>	<b>22</b>	<b>5</b>
2016	Fall	43	58	56	12	19	10	2					18	13	9	3
2017	Spring	45	62	49	19	30	9	3	1				24	20	14	4
2017	Summer	20	24	27	7	9	7	0	1				9	7	6	2
<b>Totals for 2016-2017</b>		<b>108</b>	<b>144</b>	<b>132</b>	<b>41</b>	<b>63</b>	<b>33</b>	<b>5</b>	<b>2</b>				<b>54</b>	<b>50</b>	<b>31</b>	<b>9</b>
2017	Fall	43	44	58	7	21	7	3	0	4	2		10	18	7	9
2018	Spring	54	63	66	14	24	11	2	1	7	4		16	16	15	16
2018	Summer	23	24	30	6	10	5	0	0	1	1		6	10	5	2
<b>Totals for 2017-2018</b>		<b>120</b>	<b>131</b>	<b>154</b>	<b>28</b>	<b>55</b>	<b>23</b>	<b>5</b>	<b>1</b>	<b>12</b>	<b>7</b>		<b>33</b>	<b>44</b>	<b>27</b>	<b>27</b>
2018	Fall	39	41	54	9	24	4	2	1	1	0		10	13	14	4
2019	Spring	35	39	45	7	21	6	0	2	2	1		9	11	15	4
2019	Summer	21	24	25	4	7	7	2	1	3	0		4	7	7	6
<b>Totals for 2018-2019</b>		<b>95</b>	<b>104</b>	<b>124</b>	<b>20</b>	<b>52</b>	<b>17</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>1</b>		<b>23</b>	<b>31</b>	<b>36</b>	<b>14</b>
2019	Fall	41	45	52	8	27	4	3	1	2	0		10	11	18	6
2020	Spring	30	30	41	5	16	5	2	1	1	0		6	6	14	4
2020	Summer	19	19	26	6	11	2	0	0	0	0		6	5	8	0
<b>Totals for 2019-2020</b>		<b>90</b>	<b>94</b>	<b>119</b>	<b>19</b>	<b>54</b>	<b>11</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>0</b>		<b>22</b>	<b>22</b>	<b>40</b>	<b>10</b>
2020	Fall	26	26	32	14	4	3	2	0	2	0	1	5	4	12	5
2021	Spring	35	39	41	20	3	8	0	1	2	5	0	6	16	11	6
2021	Summer	15	27	18	7	16	1	0	0	2	1	0	5	10	9	3
<b>Totals for 2020-2021</b>		<b>76</b>	<b>92</b>	<b>91</b>	<b>23</b>	<b>41</b>	<b>12</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>6</b>	<b>1</b>	<b>16</b>	<b>30</b>	<b>32</b>	<b>14</b>
2021	Fall	35	50	46	8	22	9	3	0	2	6	0	14	9	16	11
2022	Spring	35	36	40	6	20	8	1	0	0	1	0	10	10	14	2
2022	Summer	19	22	20	0	16	4	0	0	2	0	0	1	4	15	2
<b>Totals for 2021-2022</b>		<b>89</b>	<b>108</b>	<b>106</b>	<b>14</b>	<b>58</b>	<b>21</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>25</b>	<b>23</b>	<b>45</b>	<b>15</b>
2022	Fall	33	34	38	6	20	3	2	1	1	0	0	8	6	15	4
2023	Spring	31	33	38	6	18	5	0	0	2	0	0	8	8	13	2
2023	Summer	22	22	23	3	6	9	0	1	3	0	0	7	5	6	4
<b>Totals for 2022-2023</b>		<b>86</b>	<b>89</b>	<b>99</b>	<b>15</b>	<b>44</b>	<b>17</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>19</b>	<b>34</b>	<b>10</b>
2023	Fall	32	35	37	10	18	4	1	0	1	1	0	14	3	16	2
2024	Spring	32	33	36	7	18	3	1	0	3	1	0	8	12	8	5
2024	Summer	18	18	20	4	9	3	0	0	1	1	0	4	5	7	2
<b>Totals for 2023-2024</b>		<b>82</b>	<b>86</b>	<b>93</b>	<b>21</b>	<b>45</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>26</b>	<b>20</b>	<b>31</b>	<b>9</b>

TWU Faculty Ombudsperson Data: Presenting Issues (page 1 of 2)

Year	Semester	Number of Presenting Issues																		
		Lack of trust	Intra-departmental conflict	Annual evaluations	Tenure and promotion	Post-tenure review	Grievance	Workload	Research	Salary	Space/Facilities	Policy Exceptions	Information	Referral	Job Search	Schedule	Travel	Eval of Administrator	Privacy	Discrimination/DEI/Title IX
2014	Fall	0	5	0	2	1	1	1	0	0	0	0	0	4						
2015	Spring	9	4	3	3	0	1	3	0	0	0	1	1	2						
2015	Summer	2	6	1	0	0	0	1	1	2	1	0	1	1						
<b>Totals by Issue</b>		<b>11</b>	<b>15</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>7</b>						
2015	Fall	6	14	6	4	0	0	3	1	1	0	0	4	1	2	4	1	0	0	
2016	Spring	3	18	3	4	0	0	1	0	0	0	0	3	4	1	1	0	1	1	
2016	Summer	2	7	0	0	0	0	2	0	1	0	0	0	1	0	2	0	0	0	
<b>Totals by Issue</b>		<b>11</b>	<b>39</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>6</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>1</b>	
2016	Fall	11	18	3	7	0	1	1	1	0	0	0	5	3	1	2	0	0	0	2
2017	Spring	9	17	2	3	2	2	1	0	1	0	0	5	2	2	1	0	0	0	0
2017	Summer	3	11	0	0	0	2	1	1	2	0	0	2	2	1	0	0	0	0	1
<b>Totals by Issue</b>		<b>23</b>	<b>46</b>	<b>5</b>	<b>10</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
2017	Fall	14	14	2	1	1	3	1	1	2	2	0	3	4	2	1	0	0	0	0
2018	Spring	13	16	4	3	1	1	0	1	2	0	0	6	4	2	0	0	0	0	0
2018	Summer	4	7	1	3	0	2	1	0	4	0	0	1	0	1	1	0	0	0	0
<b>Totals by Issue</b>		<b>31</b>	<b>37</b>	<b>7</b>	<b>7</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>8</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
2018	Fall	8	13	3	3	0	1	3	1	5	0	0	7	2	0	0	0	0	0	2
2019	Spring	1	12	5	7	0	2	3	2	3	0	0	1	0	2	0	1	0	0	3
2019	Summer	1	9	4	2	1	2	0	0	0	0	0	2	1	2	0	0	0	0	1
<b>Totals by Issue</b>		<b>10</b>	<b>34</b>	<b>12</b>	<b>12</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>6</b>
2019	Fall	4	19	3	4	0	0	4	3	4	0	0	2	0	2	1	0	0	0	1
2020	Spring	2	11	1	3	0	1	2	1	1	0	0	4	1	2	0	1	0	0	2
2020	Summer	1	8	0	4	0	0	4	1	0	0	0	0	0	0	1	0	0	0	0
<b>Totals by Issue</b>		<b>7</b>	<b>38</b>	<b>4</b>	<b>11</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>
2020	Fall	3	7	1	1	0	3	4	0	0	0	0	4	2	0	1	0	0	0	0
2021	Spring	4	7	9	1	0	2	3	1	0	0	1	3	2	0	1	0	0	0	1
2021	Summer	0	2	1	0	0	1	1	0	1	0	0	1	1	2	0	0	0	0	1
<b>Totals for 2020-2021</b>		<b>7</b>	<b>16</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
2021	Fall	3	17	1	2	0	1	2	2	1	0	0	2	2	0	3	0	0	1	1
2022	Spring	6	13	1	0	0	3	2	1	0	0	0	3	1	1	1	0	0	0	5
2022	Summer	6	6	0	0	0	1	0	0	0	0	0	2	2	0	1	0	0	0	0
<b>Totals for 2021-2022</b>		<b>15</b>	<b>36</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>
2022	Fall	2	14	4	1	0	1	1	1	0	1	0	7	2	0	0	0	0	0	1
2023	Spring	9	12	1	1	0	0	1	3	0	2	0	1	0	1	2	0	0	0	1
2023	Summer	8	6	1	0	0	0	2	0	1	0	0	1	1	1	2	0	0	0	0
<b>Totals for 2022-2023</b>		<b>19</b>	<b>32</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>9</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
2023	Fall	5	10	1	5	1	1	1	1	1	1	0	4	0	0	2	0	0	0	0
2024	Spring	4	7	4	4	0	2	0	1	1	0	0	4	0	1	0	0	0	0	4
2024	Summer	1	5	0	1	0	5	0	2	0	0	0	0	0	3	0	0	0	0	2
<b>Totals for 2023-2024</b>		<b>10</b>	<b>22</b>	<b>5</b>	<b>10</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

Year		Semester		Number of Presenting Issues																		Totals by Semester	
Year	Semester	Graduate Faculty Status	Physical Aggression	Leave, Vacation, Sick Time	HIPAA	Curriculum	Budget	Emeritus Status	IT/Canvas	Academic Freedom	Recycling	Suicide, Mental Illness	Contract Renewal and Retirement	COVID-19/Pandemic	Course Evaluations	Plagiarism	Presentations and Programming	CAS Restructuring	Professional Development	Safety/Security	Human Resources	Graduate School	Totals by Semester
2014	Fall																						14
2015	Spring																						27
2015	Summer																						16
<b>Totals by Issue</b>																							57
2015	Fall																						47
2016	Spring																						40
2016	Summer																						15
<b>Totals by Issue</b>																							102
2016	Fall	1	0	0	0																		56
2017	Spring	0	1	1	0																		49
2017	Summer	0	0	0	1																		27
<b>Totals by Issue</b>		1	1	1	1																		132
2017	Fall	0	1	1	0	4	1	0	0	0	0	0	0										58
2018	Spring	0	0	1	0	0	1	5	1	2	1	2	0										66
2018	Summer	0	0	0	0	0	0	1	0	0	0	0	4										30
<b>Totals by Issue</b>		0	1	2	0	4	2	6	1	2	1	2	4										154
2018	Fall	0	1	2	0	2	0	0	0	0	0	0	1										54
2019	Spring	0	2	0	0	0	0	1	0	0	0	0	0										45
2019	Summer	0	0	0	0	0	0	0	0	0	0	0	0										25
<b>Totals by Issue</b>		0	3	2	0	2	0	1	0	0	0	0	1										124
2019	Fall	0	0	0	0	0	0	0	0	0	0	1	2	0	1	1							52
2020	Spring	0	1	3	0	0	0	0	0	0	0	0	1	4	0	0							41
2020	Summer	0	0	1	0	0	0	0	0	0	0	0	0	6	0	0							26
<b>Totals by Issue</b>		0	1	4	0	0	0	0	0	0	0	1	3	10	1	1							119
2020	Fall	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	1	0					32
2021	Spring	0	0	1	0	0	0	0	0	0	0	0	2	2	0	0	0	1					41
2021	Summer	0	0	0	0	0	0	0	0	0	0	1	2	1	0	0	0	3					18
<b>Totals for 2020-2021</b>		0	0	1	0	0	0	0	0	0	0	1	4	8	0	0	1	4					91
2021	Fall	0	0	1	0	0	0	0	0	0	0	1	1	5	0	0	0	0	0				46
2022	Spring	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	1					40
2022	Summer	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1					20
<b>Totals for 2021-2022</b>		0	0	1	0	1	0	0	0	0	0	2	1	6	0	0	0	2					106
2022	Fall	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0			38
2023	Spring	0	0	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	1			38
2023	Summer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			23
<b>Totals for 2022-2023</b>		0	0	0	0	1	1	0	1	0	0	2	1	0	0	0	0	0	1				99
2023	Fall	0	1	1	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	37
2024	Spring	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	1	1		36
2024	Summer	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	20
<b>Totals for 2023-2024</b>		0	1	1	0	0	1	0	0	0	0	2	2	0	0	0	0	0	0	1	1		93

**TWU Faculty Ombudsperson Data: Cases by Campus**

		Denton	Dallas	Houston
Year	Semester			
2014	Fall	11	0	1
2015	Spring	5	3	9
2015	Summer	9	0	2
<b>Totals for 2014-2015</b>		<b>25</b>	<b>3</b>	<b>12</b>
2015	Fall	24	0	8
2016	Spring	28	3	5
2016	Summer	9	0	3
<b>Totals for 2015-2016</b>		<b>61</b>	<b>3</b>	<b>16</b>
2016	Fall	29	6	8
2017	Spring	30	2	13
2017	Summer	15	0	5
<b>Totals for 2016-2017</b>		<b>74</b>	<b>8</b>	<b>26</b>
2017	Fall	27	3	13
2018	Spring	37	4	13
2018	Summer	14	3	6
<b>Totals for 2017-2018</b>		<b>78</b>	<b>10</b>	<b>32</b>
2018	Fall	30	2	7
2019	Spring	22	4	9
2019	Summer	14	4	3
<b>Totals for 2018-2019</b>		<b>66</b>	<b>10</b>	<b>19</b>
2019	Fall	32	2	7
2020	Spring	20	4	6
2020	Summer	14	2	3
<b>Totals for 2019-2020</b>		<b>66</b>	<b>8</b>	<b>16</b>
2020	Fall	19	3	4
2021	Spring	26	2	7
2021	Summer	11	2	2
<b>Totals for 2020-2021</b>		<b>56</b>	<b>7</b>	<b>13</b>
2021	Fall	27	2	6
2022	Spring	27	3	5
2022	Summer	14	1	4
<b>Totals for 2021-2022</b>		<b>68</b>	<b>6</b>	<b>15</b>
2022	Fall	21	2	10
2023	Spring	18	2	11
2023	Summer	10	7	5
<b>Totals for 2022-2023</b>		<b>49</b>	<b>11</b>	<b>26</b>
2023	Fall	24	2	6
2024	Spring	25	2	5
2024	Summer	12	3	3
<b>Totals for 2023-2024</b>		<b>61</b>	<b>7</b>	<b>14</b>

**Texas Woman's University**  
**University Regulation and Procedure**

**Commented [SS1]:** This version reflects feedback from Faculty Senate, Council of Chairs, and Academic Council.

**Regulation and Procedure Name:** Faculty Grievance, Review, and Appeal Processes

**Regulation and Procedure Number:** URP: 02.350

**Policy Owner:** Academic Affairs

**Commented [SS2]:** Updated benchmarking references to include many of the peer institutions referenced in the revision of this policy

Sam Houston:  
[https://www.shsu.edu/intranet/policies/finop/human\\_resources/documents/HR-06-Dispute-Resolution-and-Formal-Grievance.pdf](https://www.shsu.edu/intranet/policies/finop/human_resources/documents/HR-06-Dispute-Resolution-and-Formal-Grievance.pdf)

[https://www.shsu.edu/intranet/policies/forms/documents/hr/Grievance%20Statement%20Form\\_Updated%20024.pdf](https://www.shsu.edu/intranet/policies/forms/documents/hr/Grievance%20Statement%20Form_Updated%20024.pdf)

<https://www.shsu.edu/dotAsset/2dd72dd1-e5b3-4278-99b7-c3b5ed316605.pdf>

UGTRV: <https://www.utrgv.edu/hop/policies/adm-06-111.pdf>

UNT: <https://policy.unt.edu/policy/06-051>

A&M <https://policies.tamus.edu/32-01-01.pdf>

Texas State  
<https://policies.txst.edu/division-policies/academic-affairs/04-02-32.html>

## POLICY STATEMENT

Texas Woman's University ("TWU") is committed to the fair and equitable treatment of all Faculty Members. As such, TWU seeks to provide for the prompt resolution of faculty grievances, faculty review of matters, and faculty appeal proceedings. It is the policy of TWU that any Faculty Member who believes they have not received fair treatment has a right to seek appropriate redress within a reasonable time under the terms of this policy.

## APPLICABILITY

This policy is applicable to TWU Faculty.

## DEFINITIONS

1. "Academic Component Administrator ("ACA")" means the leader of an academic component ("AC") with authority over Faculty, Staff, and budget. Titles may include, but are not limited to, chair, director, associate director, associate dean, and assistant dean. A program director with responsibility for budget and personnel is also considered an ACA.
2. "Administrator" within Academic Affairs means a Faculty Member with a 12-month administrative assignment. The administrative assignment includes significant duties relating to the operation of the University. Examples of Administrators include Deans, Vice Provosts, and Provosts.
3. "Appeal Dossier" means information submitted by a Faculty Member in connection with a grievance, disciplinary review, or appeal under this URP, and should include:
  - a. The URP 02.350 Transmittal Form with the Grievant section completed, including:
    - i. Summary of grievance

- ii. Statement of the matter under review
  - iii. Statement of the relief sought
  - iv. Summary of any informal resolution efforts
- b. A written statement that:
- i. Identifies the specific actions or decisions being challenged
  - ii. References any violated university policies, procedures, or standards
  - iii. Explains how these policies or procedures were violated
  - iv. For Non-RTP Appeals only this statement is part of the URP 02.350 Transmittal Form
- c. A list of supporting documentary evidence if applicable
- d. Supporting documentary evidence if applicable that may include:
- i. Annual review materials
  - ii. Written correspondence
  - iii. Meeting notes
  - iv. Documentation of informal resolution attempts
  - v. Written witness statements from individuals with direct knowledge based on factual information of the appeal as applicable
  - vi. Other documentary evidence relevant to the grievance
- e. For RTP matters only:
- i. A maximum three-page statement (double-spaced, 12pt font, 1-inch margins)
  - ii. Timeline of relevant events
  - iii. List of potential witnesses with statements of relevance if applicable
4. "Appeals regarding Reappointment, Tenure, and/or Promotion ("RTP Appeals")" mean any appeal related to the revocation of appointment, tenure and/or promotion not due to fiscal exigency.

5. "Appeals and grievances regarding issues not related to Reappointment, Tenure, and/or Promotion ("Non-RTP Appeals")" mean any appeal or grievance that is not related to the revocation of appointment, tenure, and/or promotion. Grievances due to work conditions, academic freedom, and disciplinary actions other than RTP will be reviewed using the Non-RTP process.

6. "Business Day" means Monday through Friday during regular TWU business hours (8:00 am – 5:00 pm Central Time on Business Days), when TWU offices are open.

**Commented [SS3]:** Specified time

7. "Conflict of Interest" means any circumstance that could reasonably affect a person's ability to make fair and impartial judgments in the review process, including but not limited to:

**Commented [SS4]:** Added a definition of Conflict of Interest based on feedback

- a. direct involvement in the matter under review;
- b. close personal or professional relationship with the Grievant or Respondent;
- c. direct supervisory relationship with either party;
- d. academic collaboration with either party within the past three years;
- e. financial or personal interest in the outcome;
- f. demonstrated pattern of actions or statements that raise reasonable questions about the ability to evaluate matters objectively; or
- g. other circumstances that would compromise impartial review.

8. "Dismissal for Good Cause", in this policy, means dismissal of a Faculty Member for reasons that may include, but are not limited to:

**Commented [SS5]:** Changed to align with the good cause definition in URP 2.330 <https://public.powerdms.com/TWU1/documents/1745832>

- a. Professional incompetence;
- b. Continually or repeated failure to perform duties or meet professional responsibilities of the Faculty Member's position;
- c. Failure to successfully complete any post-tenure review professional development program;
- d. Moral turpitude adversely affecting the performance of duties or the meeting of responsibilities to TWU, or to students or associates;
- e. Violation of TWU policies, regulations, rules, or laws substantially related to the performance of the Faculty Member's duties;
- f. Conviction of a crime related to the fitness of the Faculty Member to engage in teaching, research, service, outreach, or administration;

- g. Unprofessional conduct adversely affecting the performance of duties or the meeting of responsibilities to TWU or the Faculty Member's performance of duties or meeting of responsibilities;
  - h. Falsification of academic credentials;
  - i. The reduction or discontinuance of institutional programs based on educational considerations and requiring the termination of Faculty Members, in accordance with URP 02.342: Faculty Promotion and Tenure; or
  - j. A finding of sexual misconduct or other serious misconduct, in accordance with TWU policy.
9. "Faculty Member" means an individual who is employed by TWU as a member of the Faculty and whose duties include teaching, research, service, and administration. Professional librarians, adjuncts, and graduate assistant titles are excluded from the definition of Faculty Member.
  10. "Faculty Ombudsperson" means a designated neutral party who provides confidential and informal assistance to Faculty and ACAs in resolving workplace concerns, conflicts, and grievances while remaining independent from formal university administrative structures.
  11. "Good Faith Effort" means honest and respectful attempts to resolve concerns through timely communication, active participation in discussions, and consideration of reasonable compromises.
  12. "Grievant" means a Faculty Member who files a grievance, seeks a disciplinary review, or requests an appeal under this URP.
  13. "Informal Resolution" means faculty should attempt to resolve concerns directly with the involved parties through respectful dialogue and good faith efforts before initiating a formal grievance process. This includes documented meetings, discussions, and proposed solutions aimed at finding mutually agreeable resolution.
  14. "Live Hearing" means a formal proceeding where parties present evidence and testimony in person before a review panel, with opportunities for questioning witnesses and providing statements according to established procedures in this policy.
  15. "Probable Cause" means credible evidence exists that suggests a policy, procedure, or standard was violated, resulting in significant harm or adverse impact, and where sufficient documentation supports the grievance.
  16. "Respondent" means TWU and its designated representative(s).

**Commented [SS6]:** Added based on feedback

**Commented [SS7]:** Added to reflect feedback

**Commented [SS8]:** Added definition to reflect requests for clarity

**Commented [SS9]:** Added definition to reflect requests for clarity

17. "Response Dossier" means information submitted by a Respondent in connection with a grievance, disciplinary review, or appeal under this URP, and should include:

- a. The URP 02.350 Transmittal Form with the Respondent section completed;
- b. A written statement responding to the issue(s) raised in the grievance that:
  - i. Explains the actions or decisions being challenged
  - ii. References relevant university policies, procedures, or standards
  - iii. Provides context for understanding the rationale behind the actions or decisions
  - iv. For Non-RTP Appeals only, this statement is part of the URP 02.350 Transmittal Form
- c. A list of supporting documentary evidence if applicable
- d. Supporting documentary evidence as applicable that may include:
  - i. Annual review materials
  - ii. Written correspondence
  - iii. Meeting notes
  - iv. Documentation of informal resolution attempts
  - v. Written witness statements from individuals with direct knowledge based on factual information of the appeal
  - vi. Other documentary evidence relevant to the response
- e. For RTP matters only:
  - i. A maximum three-page statement (double-spaced, 12pt font, 1-inch margins)
  - ii. Timeline of relevant events
  - iii. List of potential witnesses with statements of relevance, if applicable

18. "Tenure" means the entitlement of a Faculty Member of TWU to continue in the Faculty Member's academic position unless dismissed by TWU for Good Cause in accordance with TWU's policies and procedures. The granting of tenure may not be construed to create a property interest in any attribute of a faculty position

beyond a Faculty Member's continuing employment, including their regular annual salary and any privileges incident to their status as a tenured Faculty.

**Commented [SS10]:** This definition is the approved definition for Tenure per URP 02.342 Promotion and Tenure policy which was developed based on SB18 and [Texas Education Code](#) 51.942 item (c).

## REGULATION AND PROCEDURE

### I. General

A. Non-reappointment and termination of employment at the expiration of the contract term are not subject to faculty grievance, faculty disciplinary review, or faculty appeal process.

B. In addition, matters arising out of federal and state laws regulations or statutes, which are under the purview of other policies and procedures are not subject to this policy. This includes but is not limited to the following URPs:

1. URP 05.100: Non-Discrimination, Equal Opportunity, and Diversity
2. URP 01.220: Title IX Policy
3. URP 01.225: Prohibition of Sexual Misconduct
4. URP 01.230: Consensual Relationships
5. URP 05.110: Americans with Disabilities Act Policy

C. The grievance and appeal processes available to Faculty Members at Texas Woman's University are as follows:

1. Non-RTP processes are applied in any of the following types of situations:
  - a. This process addresses employment-related concerns such as working conditions, hours of work, compensation, environment, or relationship issues with supervisors or other employees.
  - b. This process addresses any academic freedom concerns that do not result in RTP.
  - c. This process addresses appeals related to Faculty discipline that do not have reappointment, tenure, or promotion

ramifications and that are based on at least one of the following:

- i. Discipline imposed without documented evidence of misconduct or without following established disciplinary procedures outlined in [URP 02.330: Faculty Responsibilities, Standards of Conduct, and Disciplinary Processes](#)
  - ii. Discipline that, even though imposed for probable cause or because of serious misconduct, is deemed disproportionate to the Faculty Member's misconduct based on:
    - a. Established university precedent for similar cases
    - b. Progressive discipline guidelines per [URP 02.330: Faculty Responsibilities, Standards of Conduct, and Disciplinary Processes](#)
    - c. Recommendations from Faculty review committee
    - d. Severity of documented misconduct
  - iii. Procedural errors or lack of due process in administration of the sanction
2. RTP Processes are applied to any appeals related to Faculty discipline that do have appointment, tenure, or promotion ramifications, including:
- iii. Recommendations to revoke tenure and terminate employment of a tenured Faculty Member
  - iv. Recommendations to demote a contract Faculty Member during the term of the contract
  - v. Recommendations to deny an application for tenure and/or promotion for a tenure-track Faculty Member
  - vi. Recommendations to not renew the employment contract of a tenure-track Faculty Member

D. The timelines established in this policy are designed to ensure both thorough review and timely resolution of Faculty concerns. Tasks requiring substantial preparation of materials or detailed review are generally allotted ten (10) business days, while administrative tasks such as forwarding documentation are generally allotted five (5) business days.

1. After the grievance is presented, the time periods for action prescribed in these procedures should be followed unless reasonable extension is required by unusual circumstances. In the absence of the foregoing conditions, times for action should be extended only for university holidays or by mutual agreement of the parties and, in an appeal, with concurrence of the EVPAA/Provost.

**Commented [SS11]:** Clarifies role of the EVPAA/Provost as final approver of timeline extensions regardless of whether RTP or Non-RTP

2. Any request for timeline modification must include specific justification and be submitted in writing to the EVPAA/Provost's office before the original deadline. The EVPAA/Provost's office will maintain oversight of timeline compliance to ensure consistent application of these standards.

3. The timelines established in this policy allow for concurrent preparation of materials:

**Commented [SS12]:** Clarifies that there are some processes that occur concurrently.

- a. Faculty Members may begin preparing their Appeal Dossier materials during any informal resolution attempts
- b. The FRC Chair may begin panel selection process while waiting for the Response Dossier
- c. The Response Dossier preparation and the FRC Panel assembly occur concurrently

## II. Non-RTP Appeals Process

### A. Overview

Matters that are subject to the Non-RTP process under this policy are defined in Section 1.C.1.

### B. Process

A Faculty Member requesting a Non-RTP process in connection with one of the above listed bases must request an review as follows:

1. STEP ONE – Initiation of the Appeal including Informal Resolution Attempt and Concurrent Appeal Dossier Preparation (Initiation).

a. The Faculty Member must submit the Appeal Dossier to the EVPAA/Provost within ten (10) business days after the triggering event.

b. Informal Resolution

i. Faculty Members should attempt informal resolution through direct engagement with the individual responsible for the issue and seek resolution through direct communication grounded in good faith and mutual respect. Faculty are encouraged to engage the Faculty Ombudsperson in the process.

ii. Faculty Members are assured freedom from retaliation for pursuing informal resolution.

c. The purpose of the Non-RTP Appeal Dossier is to provide a clear and concise record of the grievance, supporting evidence and efforts made toward resolution. For complete requirements, see definition of Appeal Dossier above. It should include the following key components:

i. The URP 02.350 Transmittal Form including;

a. Completion of the Non-RTP Grievant portion of the form

1. Grievant information

2. A summary of any informal resolution attempts, including dates of meetings or discussions, proposals made to address the concerns, and outcomes of those discussions.

3. A statement of the matter, recommendation, action, or issue to be reviewed including relevant dates and participants involved,

**Commented [SS13]:** Many universities include this statement without prescribing how the attempt should occur. The key is open and constructive dialogue as opposed to the dialogue occurring in a specific format. We would recommend that components identify the mechanism for which they will engage in this that reflects their particular context (online vs. F2F; different campuses; etc.). We have added language here that emphasizes this as well as added a definition of informal resolution and good faith. We have also added a statement that attempts of informal resolution will not result in retaliation.

**Commented [SS14]:** A rough draft of the transmittal form has been provided. We anticipate that the form will be finalized once any changes by the Chancellor are submitted.

4. the Regent Policy or University Regulation and Procedure (“URP”) relevant to the review and;
5. Statement of the relief sought.
6. A summary of grievance

ii. Supporting documentation:

- a. A list of all attached documentary evidence should be provided.
- b. Documentation should be directly related to the grievance, such as annual review materials, written correspondence, meeting notes, documentation of informal resolution attempts, witness statements from individuals with direct knowledge of the grievance that focuses on the factual information relevant to the appeal, and other documentary evidence, as appropriate and if applicable.

2. STEP TWO – Grievance Validation by EVPAA/Provost Evaluation (Grievance Validation)

- a. The Executive Vice President for Academic Affairs and Provost (“EVPAA/Provost”) must complete the initial review and designate a respondent within five (5) business days after receiving the Appeal Dossier.
- b. The EVPAA/Provost will conduct a preliminary review to determine if:
  - i. The review process began within ten (10) business days of the event
    - a. If the review request did not occur within the ten (10) business days of the event and an extension was not granted, the Non-RTP process will be ended and the EVPAA/Provost will email the signed URP 02.350 Transmittal Form to the Grievant.

- ii. The matter falls outside of the scope of the Non-RTP process.
  - a. If the matter should be addressed through other processes/procedures, the EVPAA/Provost will provide an updated URP 02.350 Transmittal Form to the Grievant with the following:
    - 1. The specific policy and office for addressing the concern
- iii. Should the matter have been appropriately brought to the Non-RTP process, the EVPAA/Provost will:
  - a. Designate a TWU ~~ACA or~~ Administrator to serve as the Respondent on behalf of TWU.
  - b. Send a copy of the Grievant's Appeal Dossier with an updated URP 02.350 Transmittal Form to the appointed Respondent and the FRC Chair.
- 3. STEP THREE: Preparation of the Response Dossier and Assembly of the FRC Panel (Response and Panel Formation)
  - a. Preparation of the Response Dossier by the Respondent
    - i. The Respondent must prepare a Response Dossier and submit it to the FRC Chair within ten (10) business days the Grievance Validation.
    - ii. The Response Dossier should include:
      - a. An updated URP 02.350 Transmittal Form;
        - 1. Completion of the Non-RTP Respondent portion of the form which will include:
          - a. The Respondent's position, addressing the appeal and the specific actions or decisions being challenged

**Commented [SS15]:** Added to reflect ACA's potential role as Respondent

- b. References to the policy, procedure, or standards that justify the actions or decisions
- c. Additional context the Respondent deems important for understanding the rationale behind the actions or decisions.

b. Supporting documentation:

1. A list of all attached documentary evidence should be provided
2. Documentation should be directly related to the grievance, such as annual review materials, written correspondence, meeting notes, documentation of informal resolution attempts, witness statements from individuals with direct knowledge of the grievance that focuses on the factual information relevant to the appeal, and other documentary evidence, as appropriate and if applicable.

b. Assembly of the Non-RTP FRC Panel by the FRC Chair

- i. The FRC Chair will oversee the assembly of the Non-RTP FRC Panel while the Respondent is preparing the Response Dossier.
  - a. The assembly process must be completed within ten (10) business days of the Grievance Validation.
  - b. During this period, the FRC Chair shall:
    1. Draw the names of ten (10) FRC members to assist with the assembly of the FRC Panel.

a. The FRC Chair will evaluate all objections to panel members and determine if replacement of any member is warranted.

ii. Finalization of the Non-RTP FRC Panel and Distribution of Materials

d. The Grievant and Respondent have five (5) business days after panel notification to submit written objections to the FRC Chair. The Grievant or Respondent must email the FRC Chair with a clear justification for the objection based on Conflict of Interest.

c. The FRC Chair will notify the Grievant and Respondent of the three (3) selected panel members and two (2) alternates within five (5) business days of receiving the Appeal Dossier.

d. The FRC member is available to participate within the assigned timeline

c. The FRC member does not have a Conflict of Interest as defined by this policy

b. The FRC member does not have a close personal relationship with the Grievant or Respondent;

a. The FRC member is not a member of the Grievant's or Respondent's academic department;

2. Beginning with the first name drawn, the FRC Chair will ensure that each member meets the following criteria until three (3) members and two (2) alternates are selected. The criteria for selection include:

**Commented [5516]:** Guidance of what would be important to consider by the FRC Chair in the assembly of the panel

- b. Replacement will be selected from the alternate names, ensuring prior review by the Respondent and Grievant.
  - c. The FRC Chair will send the following to the Non-RTP FRC Panel, Grievant, and Respondent:
    - 1. An updated URP 02.350 Transmittal Form with the FRC Chair section completed,
    - 2. The Appeal Dossier, and
    - 3. The Response Dossier.
  - d. The finalized FRC Panel will elect a Panel Lead from among its members prior to Step Four.
4. STEP FOUR: Initial Non-RTP FRC Panel Evaluation (Panel Initial Review)
- a. Initial review of Dossiers by the FRC Panel
    - i. The FRC Panel must complete its initial review within ten (10) business days after receiving the Appeal and Response Dossiers.
    - ii. The FRC Panel may decide:
      - a. That no further review is warranted due to a lack of probable cause or failure to meet the requirements outlined in this policy.
      - b. That further review of written materials is necessary to fully evaluate the grievance.
      - c. That a Live Hearing is required to gather additional information or testimony.
  - b. Criteria for Determination
    - i. The FRC Panel will evaluate the Dossiers and supporting materials based on:

Commented [SS17]: This is a new definition above

Commented [SS18]: Added based on feedback

- a. Whether the grievance demonstrates probable cause that a violation of university policy, procedure, or standards occurred.
- b. The completeness and relevance of the documentation submitted by both parties
- c. The clarity and sufficiency of evidence supporting or refuting the grievance

c. Decision Process

i. No further review

- a. If the FRC Panel determines that no probable cause exists or that there is insufficient evidence supporting the grievance, the grievance will be dismissed.
- b. The FRC Panel Lead will notify the FRC Chair, the Grievant, the Respondent, and EVPAA/Provost through the updated URP 02.350 Transmittal Form, providing the rationale for the decision.
- c. This decision is final, and the Non-RTP review process has ended.

ii. Further review of written materials

- a. If the Non-RTP FRC Panel requires additional context, the panel may request:
  - 1. Clarifications from the Grievant or Respondent.
  - 2. Supplemental documentation relevant to the grievance.
- b. The FRC Panel must specify the exact information or clarification needed through an updated URP 02.350 Transmittal Form.

1. Parties must submit requested additional information to the Non-RTP FRC Panel and the other party within five (5) business days.

iii. Live Hearing

- a. If the Non-RTP FRC Panel determines that a Live Hearing is necessary, the Non-RTP FRC Panel Lead will schedule the hearing to occur within twenty (20) business days of the determination.
- b. The FRC Panel will outline specific issues to be addressed during the hearing through an updated URP 02.350 Transmittal Form.
- c. If the FRC Panel requires additional documentation prior to the Live Hearing, the panel may specify the exact information or clarification needed through an updated URP 02.350 Transmittal Form which may include:
  1. Clarifications from the Grievant or Respondent.
  2. Supplemental documentary evidence relevant to the grievance.
  3. Both parties will have five (5) business days after Initial Review Determination to provide the additional requested information to the Non-RTP Panel and the other party.
- d. All parties will receive written notification of the hearing schedule at least ten (10) business days in advance of the hearing, including:
  1. Date, time, and location of the hearing.
  2. Procedures for presenting evidence or witness testimony.

iv. Documentation and Communication

a. The FRC Panel Lead will provide the Grievant, the Respondent, and the EVPAA/Provost with the following information within five (5) business days of the FRC Panel Initial Determination:

1. An updated URP 02.350 Transmittal Form with the decision, rationale, and any additional requested information
2. If further review or a Live Hearing is required, the updated URP 02.350 Transmittal Form will outline the next steps and associated timelines.

v. Confidentiality and Impartiality

a. The FRC Panel will maintain confidentiality throughout the process, ensuring that all discussions, materials, and deliberations remain secure.

b. Any concerns regarding conflicts of interest in the panel's evaluation process must be promptly reported to the FRC Chair.

5. STEP FIVE: Non-RTP FRC Panel Review and Recommendations (Panel Determination)

a. Review of Written Materials

i. If the Non-RTP FRC Panel determines that further review of written materials is needed:

a. The FRC Panel will review all relevant documents , including:

1. The Appeal Dossier submitted by the Grievant.
2. The Response Dossier submitted by the Respondent.

3. Any supplemental materials requested and received during Step Four.

ii. Deliberation and Findings:

a. The Non-RTP FRC Panel will deliberate on the evidence presented and make a determination regarding the grievance.

b. The Panel's findings will include:

1. Whether the grievance has merit.

2. Recommendations for resolving the grievance, if applicable.

iii. Completion Timeline:

a. The Panel must complete its review of materials and issue an updated URP 02.350 Transmittal Form within ten (10) business days of the FRC Panel Lead notification of the Initial Review Determination.

b. Live Hearing Procedures

i. If the Non-RTP FRC Panel determines that a Live Hearing is required:

a. The hearing will be conducted as scheduled in Step Four, following the guidelines outlined in this policy.

b. The Non-RTP FRC Panel Lead will be responsible for leading the hearing, ensuring adherence to procedures, maintaining decorum and facilitating a fair and impartial review. The panel will guide the sequence of events, oversee witness testimony and ask clarifying questions to assess the grievance thoroughly.

**Commented [SS19]:** Clarifies the role of the FRC Panel Lead

c. Deliberation and Findings:



Chair within ten (10) business days of the issuance of the Non-RTP FRC Panel's report. This decision is final, and the Non-RTP review process has ended.

### III. RTP Appeal Process

The RTP Appeal Process is as follows:

A. The following recommended actions may be the subject of RTP Appeal Process under this policy:

1. A recommendation to revoke tenure and terminate the employment of a tenured Faculty Member;
2. A recommendation to demote a contract Faculty Member during the term of the contract;
3. A recommendation to terminate the employment of a Faculty Member for Good Cause during the term of the employment contract;
4. A recommendation to deny an application for tenure or promotion for a tenure-track Faculty Member; and
5. A recommendation to not renew the employment contract of a tenure-track Faculty Member.

#### B. Procedure for RTP Appeals

A Faculty Member requesting an RTP appeal in connection with one of the above-listed recommendations must request an appeal as follows:

1. STEP ONE – Gather and Submit Appeal Dossier (Initiation)
  - a. The Faculty Member must submit a request for an appeal to the Chancellor and President (“Chancellor”) within ten (10) business days of receiving notice of the recommended action from the Executive Vice President for Academic Affairs and Provost (“EVPAA/Provost”).
  - b. The purpose of the RTP Appeal Dossier is to provide a clear and concise record of the grievance, supporting evidence and efforts made toward resolution. It must include the following:
    - i. The URP 02.350 Transmittal Form;

- a. Completion of the RTP portion of the form which will include:
  1. Summary of grievance
  2. A summary of informal resolution efforts (if applicable), including:
    - a. Dates and participants involved in discussions
    - b. Any proposed resolutions and their outcomes
  3. a statement of the matter, recommendation, action, or issue to be reviewed
  4. the Regent Policy or University Regulation and Procedure (“URP”) relevant to the review and;
  5. Statement of the relief sought.
- ii. A maximum three page (double spaced, 12 pt font, 1 inch margins) written statement including:
  - a. The matter, recommendation, action, or issue under review,
  - b. The specific Regent Policy or University Regulation and Procedure (URP) alleged to have been violated.
  - c. An explanation of how the policy or procedure was violated.
  - d. A statement of the relief sought.
- iii. Timeline of events including:
  - a. The event triggering the grievance

- b. Dates and parties involved at each point of the timeline
    - iv. A list of all witnesses who will be called on behalf of the Grievant at a potential hearing, including a brief statement describing how each witness is important to the issue under review.
    - v. Supporting documentation:
      - a. A list of all attached documentary evidence should be provided
      - b. Documentation should be directly related to the grievance, such as annual review materials, written correspondence, meeting notes, documentation of informal resolution attempts, witness statements from individuals with direct knowledge of the grievance that focuses on the factual information relevant to the appeal, and other documentary evidence, as appropriate and if applicable.
- 2. STEP TWO: Chancellor Appeal Validation
  - a. Within ten (10) days of the receipt of the request for appeal by the Chancellor, they will conduct an initial review to determine if the request occurred within the required ten (10) days and that the request for appeal is properly before the Chancellor.
    - i. If the initial review reveals that the timeline was not met or that the matter is not appropriate for a RTP appeal, the Chancellor will notify the Grievant that the request for an RTP Review has been denied and the decision is final.
      - a. If the appeal is subject to another process, the Chancellor will include the appropriate policy and process the Grievant should pursue in the notification.
      - b. An updated URP 02.350 Transmittal Form will be sent to the Grievant to document decision.

- ii. If the initial review is determined to be appropriately brought to the Chancellor, the Chancellor will:
  - a. designate a TWU Administrator to serve as the Respondent on behalf of TWU
  - b. notify the FRC Chair of the Respondent's name
  - c. Forward all documentation including an updated URP 02.350 Transmittal form and the Appeal Dossier from the Grievant to the FRC chair and Respondent within ten (10) business days.
- 3. STEP THREE – Preparation of the Response Dossier and Assembly of the RTP FRC Panel (Response and Panel Formation)
  - a. Preparation of the Response Dossier by the Respondent
    - i. Upon notification of the grievance, the Respondent must prepare a Response Dossier and submit it to the FRC Chair within ten (10) business days of receipt of the Appeal Dossier from the Chancellor.
      - a. The Response Dossier must include:
        - 1. Completion of the Respondent Section of the RTP portion of the form which will include:
          - a. A summary of informal resolution efforts (if applicable), including:
            - i. Dates and participants involved in discussions
            - ii. Any proposed resolutions and their outcomes
          - b. the Regent Policy or University Regulation and Procedure (“URP”) relevant to the review.
        - 2. A maximum three page (double spaced, 12 pt font, 1 inch margins) written statement including:

- a. the Respondent's position, addressing the grievance and the specific actions or decisions being challenged
  - b. References to the policy, procedure, or standards that justify the actions or decisions
  - c. Additional context the Respondent deems important for understanding the rationale behind the actions or decisions.
3. Timeline of events including:
- a. The event triggering the grievance
  - b. Dates and parties involved at each point of the timeline
4. A list of all witnesses who will be called on behalf of the Respondent at a potential hearing, including a brief statement describing how each witness is important to the issue under review.
5. Supporting documentation:
- a. A list of all attached documentary evidence should be provided
  - b. Documentation should be directly related to the grievance, such as annual review materials, written correspondence, meeting notes, documentation of informal resolution attempts, witness statements from individuals with direct knowledge of the grievance that focuses on the factual information relevant to the appeal,

and other documentary evidence,  
as appropriate and if applicable.

- ii. The FRC Chair will forward a copy of the Response Appeal to the Grievant as soon as practicable, but no later than ten (10) business days after issuance of the Response Dossier.

b. Assembly of the FRC Panel by the FRC Chair

- i. The FRC Chair will oversee the assembly of RTP FRC Panel while the Respondent is preparing the Response Dossier.

a. During this period, the FRC Chair shall:

- 1. Draw the names of ten (10) FRC members to assist with the assembly of the FRC Panel.

- 2. Beginning with the first name drawn, the FRC Chair will ensure that each member meets the following criteria until five (5) members and two (2) alternatives are selected. The criteria for selection include:

- a. The FRC member is not a member of the Grievant's or Respondent's academic department;
- b. The FRC member does not have a close personal relationship with the Grievant or Respondent;
- c. The FRC member does not have a Conflict of Interest as defined by this policy
- d. The FRC member is available to participate within the assigned timeline

**Commented [SS20]:** Added the initial draw being a larger pool to facilitate assembly and clarified criteria for consideration based on feedback.

- b. The FRC Chair will notify the Grievant and Respondent of the five (5) selected panel members and two (2) alternates within five (5) business days of issuance of the Chancellor's Initial Evaluation.
          - c. The Grievant and Respondent may submit written objections to any panel member within five (5) business days of issuance of the panel notification. The Grievant or Respondent must email the FRC Chair with clear justification for the objection based on Conflict of Interest.
    - ii. Finalization of the RTP FRC Panel and Distribution of Materials
      - a. The FRC Chair will evaluate all objections to panel members and determine if replacement of any member is warranted.
      - b. Replacements will be selected from the alternate names, ensuring prior review by the Respondent and Grievant.
      - c. The FRC Chair will send the following to the RTP FRC Panel, Grievant, and Respondent:
        - 1. An updated URP 02.350 Transmittal Form with the FRC Chair section completed,
        - 2. The Appeal Dossier, and
        - 3. The Response Dossier.
      - d. The finalized RTP FRC Panel will elect a RTP FRC Panel Lead from among its panel members prior to Step Four.
4. STEP FOUR: Initial Review by the RTP FRC Panel (Panel Initial Review)
  - a. Within ten (10) business days, the RTP FRC Panel will review the Appeal Dossier along with the Response Dossier, make

an initial determination regarding the need for a hearing, and notify the FRC Chair, the Grievant, the Respondent, and the Chancellor of the decision. Notification must include an updated URP 02.350 Transmittal Form.

- i. The RTP FRC Panel may deny a hearing where there is no showing of probable cause that a bona fide basis for review exists.
  - a. If a determination is made that no appeal is warranted, the appeal has been denied, the decision is final, and the matter is closed.
- ii. If an appeal is determined to be warranted, the RTP FRC Panel Lead will send an updated URP 02.350 Transmittal Form within ten (10) business days of issuance of the charge by the FRC Chair.
  - a. If the RTP FRC Panel determines that a Live Hearing is necessary, the RTP FRC Panel Lead will schedule the hearing to occur within twenty (20) business days of the determination.
  - b. The FRC Panel will outline specific issues to be addressed during the hearing.
  - c. If the FRC Panel requires additional documentation prior to the Live Hearing, the panel may specify the exact information or clarification needed in writing which may include:
    - 1. Clarifications from the Grievant or Respondent.
    - 2. Supplemental documentation relevant to the grievance.
  - d. Both parties will have five (5) business days to respond to the FRC Panel's request and share their response with the other party.

- e. All parties will receive written notification of the hearing schedule at least ten (10) business days in advance of the hearing, including:
  - 1. Date, time, and location of the hearing.
  - 2. Procedures for presenting evidence or witness testimony.
- 5. STEP FIVE – Scheduling the RTP FRC Panel Hearing (Hearing Preparation)
  - a. The RTP FRC Panel Lead will schedule the appeal hearing within twenty (20) business days of the RTP FRC Panel deeming that an appeal is warranted.
  - b. Materials not available at the time of Appeal Dossier Preparation may be introduced only if requested by the FRC Panel or if approved by the FRC Panel Lead. This material must be sent to the FRC Panel and the other party no later than five (5) business days before the hearing date.
  - c. The RTP FRC Panel will review the information submitted, giving equal deference to both parties of the hearing.
- 6. STEP SIX – The RTP FRC Panel Hearing Procedures (Hearing Proceedings)
  - a. The RTP FRC Panel Lead ensures the hearing adheres to procedural rules and that both parties are treated fairly. The Panel Lead is authorized to manage the flow of the hearing, maintain focus on relevant issues, and address time management to ensure an efficient process.
  - b. The RTP FRC Panel Lead will introduce all persons present in the hearing room and state the reasons for hearing.
  - c. The Respondent will provide a brief summary about the action being recommended and why the action was recommended. The RTP FRC Panel will be permitted to ask questions of the Respondent after their brief summary.
  - d. The Grievant will then provide a brief summary about the action being recommended and why the action was recommended. The RTP FRC Panel will be permitted to ask questions of the Grievant after their brief summary.

- e. At the conclusion of the brief summaries and any questions by the RTP FRC Panel, the Respondent will call its first witness and ask questions of the witness. After the Respondent concludes questioning the witness, the Grievant will have an opportunity to question the witness. Once the Grievant concludes questioning the witness, the RTP FRC Panel will have an opportunity to ask questions of the witness. This process will repeat for each of the Respondent's witnesses.
- f. At the conclusion of the Respondent's questioning of witnesses, the Grievant will call their first witness and ask questions of the witness. After the Grievant concludes questioning the witness, the Respondent will have an opportunity to question the witness. Once the Respondent concludes questioning the witness, the RTP FRC Panel will have an opportunity to ask questions of the witness. This process will repeat for each of the Grievant's witnesses.
- g. At the conclusion of witness questioning, the RTP FRC Panel will have an opportunity to ask follow-up questions of the Grievant and Respondent directly and to recall any witness or call any person from whom the RTP FRC Panel may need clarifying information. If a witness or other person is unavailable at this time, no extra time will be provided, nor any accommodation made for the witness or person to appear.
- h. Once the RTP FRC Panel has concluded asking follow-up questions and seeking clarifying information, the Respondent will have an opportunity to provide brief final statements regarding the administration's action. The Grievant will then have an opportunity to provide a final statement. Once the Grievant has provided a final statement, the Respondent will have an opportunity to rebut the Grievant's position.
- i. The RTP FRC Panel may also request supplemental information from any additional witnesses, including but not limited to another Faculty Member, student, the Grievant, the Respondent, any component review committee, any ACA, any administrator, or the Executive Vice President for Academic Affairs and Provost, at any time during the RTP FRC Panel hearing. Such supplemental information will be provided to the RTP FRC Panel within five (5) business days of the RTP Disciplinary Appeal Hearing.
- j. All witnesses must appear, barring exigent circumstances subject to the approval of the RTP FRC Panel Lead. If

requested to appear as a witness, the Chancellor or a Vice President may appoint an appropriate designee to appear before the RTP FRC Panel on their behalf. Witnesses for the Respondent may be compelled to appear as a result of their employment relationship with TWU.

- k. Each party to the hearing may have a personal representative present during the appeal hearing process.
- l. Should the Grievant's personal representative be an attorney, the Respondent will also be permitted to select an attorney as its personal representative during the appeal hearing process to assure University legal representation in cases with legal counsel.
- m. Should the Grievant's personal representative be an attorney, the Respondent will also be permitted to select an attorney as its personal representative during the appeal hearing process.
- n. The personal representative is not permitted to address the RTP FRC Panel and may not speak at the hearing but may confer with the Grievant or Respondent during the hearing.
- o. The personal representative and parties may take notes during the hearing but may not record the hearing.
- p. Witnesses are not permitted to have personal representatives present during the appeal hearing process.
- q. Confidentiality. The only individuals present during the RTP FRC Panel hearing shall be the RTP FRC Panel members, legal counsel to the RTP FRC Panel, the Respondent, the Grievant, and the personal representatives of each party. A witness called to provide testimony may be present only while giving testimony. To ensure confidentiality, there will be no manual or electronic recording during the appeal hearing.
  - i. No persons other than RTP FRC Panel members and legal counsel for the RTP FRC Panel may be present during the deliberations of the RTP FRC Panel concerning a hearing. The RTP FRC Panel may consult with legal counsel during the hearing or its deliberations for procedural advice.
  - ii. It is anticipated that all parties to an appeal will respect the confidential nature of information and proceedings

and respect the right of Faculty Members to participate in the appeal process.

- iii. Any recording or transmission of hearing proceedings, whether audio, video, or electronic, is expressly prohibited by University Policy. Any use or dissemination of recordings of hearing proceedings constitutes a violation of this policy, professional standards of conduct, and confidentiality obligations. Such violations may result in:
  - a. Disciplinary action up to and including termination
  - b. Invalidation of the hearing process
  - c. Other appropriate administrative sanctions

7. STEP SEVEN – RTP FRC Panel Report (Panel Determination)

- a. When the appeal has been thoroughly heard, the RTP FRC Panel shall determine its findings and recommendations and note those findings and recommendations in a report. The RTP FRC Panel shall submit the report and a copy of all materials considered in the review to the Chancellor within ten (10) business days of Live Hearing.

8. STEP EIGHT – Chancellor Decision

- a. The Chancellor will have the opportunity to review all documents and information presented during the Live Hearing, including the Appeal Dossier, the evidence provided to the RTP FRC Panel by the Grievant and Respondent, supplemental information requested by the RTP FRC Panel, and the RTP FRC Panel's report. The Chancellor will make a final decision on the recommended action, and shall communicate such decision to the Grievant, Respondent, and RTP FRC Panel Lead within ten (10) business days of issuance of the RTP FRC Panel Report. The Chancellor will issue their decision via email using the [URP 02.350 Transmittal Form with a copy of all materials considered in their review](#).

9. STEP NINE –Board of Regents Appeal (Board Review)

- a. In the case of termination or demotion of a contract Faculty Member during the term of the contract, the decision of the

Chancellor is final and may not be appealed to the Board of Regents ("Board").

- b. In the case of non-renewal of a tenure-track Faculty Member's contract or denial of an application for tenure or promotion for a tenure-track Faculty Member, the decision of the Chancellor is final and may not be appealed to the Board.
- c. In the case of a tenure revocation and termination of the employment relationship of a tenured Faculty Member, only the Grievant may appeal the decision of the Chancellor in Step Eight above to the Board, following procedures established by the Board.
- d. A written notice of appeal to the Board must be submitted to the Secretary to the Board within five (5) business days of receiving the Chancellor's decision from Step Eight. The Grievant must provide the Secretary to the Board with the following information, which will constitute the record on appeal:
  - i. An updated [URP 02.350 Transmittal Form indicating a request for an appeal to the Board of Regents and](#)
  - ii. Forwarding of the email from the Chancellor with all materials reviewed in previous steps.
- e. The Secretary to the Board will, as soon as practicable, schedule a review of the Board to consider the appeal. The Secretary to the Board will provide Board members with the documents from Step Eight.
- f. At the Board of Regents Meeting, the Board will review the record on appeal and will communicate its decision in writing to the Chancellor and the Grievant.

## REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## REFERENCES

[Senate Bill Number 18](#)

[Texas Education Code 51.942 item \(c\)](#)

[URP 02.330: Faculty Responsibilities, Standards of Conduct, and Disciplinary Processes](#)

[URP 02.342 Faculty Promotion and Tenure](#)

[URP 05.100: Non-Discrimination, Equal Opportunity, and Diversity](#)

[URP 01.220: Title IX Policy](#)

[URP 01.225: Prohibition of Sexual Misconduct](#)

[URP 01.230: Consensual Relationships](#)

[URP 05.110: Americans with Disabilities Act Policy](#)

**FORMS AND TOOLS**

[URP 02.350 Transmittal Form](#)

**Publication Date: 07/02/2021**

**Revised: 01/11/2022; 09/01/2023**

URP 02.350 Transmittal Form

For complete information about timelines, requirements, and processes, see URP 02.350 Faculty Grievance, Review, and Appeal.

Instructions: The Appeal Process begins with the completion of Section I and II by the Grievant and submission of the form with any documentary evidence to either the EVPAA/Provost or the Chancellor within ten (10) business days of the triggering event.

**Commented [SS1]:** An instruction sheet will be created to guide faculty and administrators through the process.

Final spacing, titles of processes, etc. will be updated to reflect policy after Chancellor review.

**I. Grievant Information**

- A. Name:
- B. Title/Rank:
- C. Department/School:
- D. Email Address:
- E. Phone Number:
- F. Date of triggering event (must be within 10 business days of submission):
- G. Have you attempted informal resolution?

No - If no, explain why informal resolution was not attempted.

Yes - If yes, summarize efforts (include dates of discussions/meetings, participants involved, proposals made during discussions, outcomes of discussions).

H. Grievance Category:

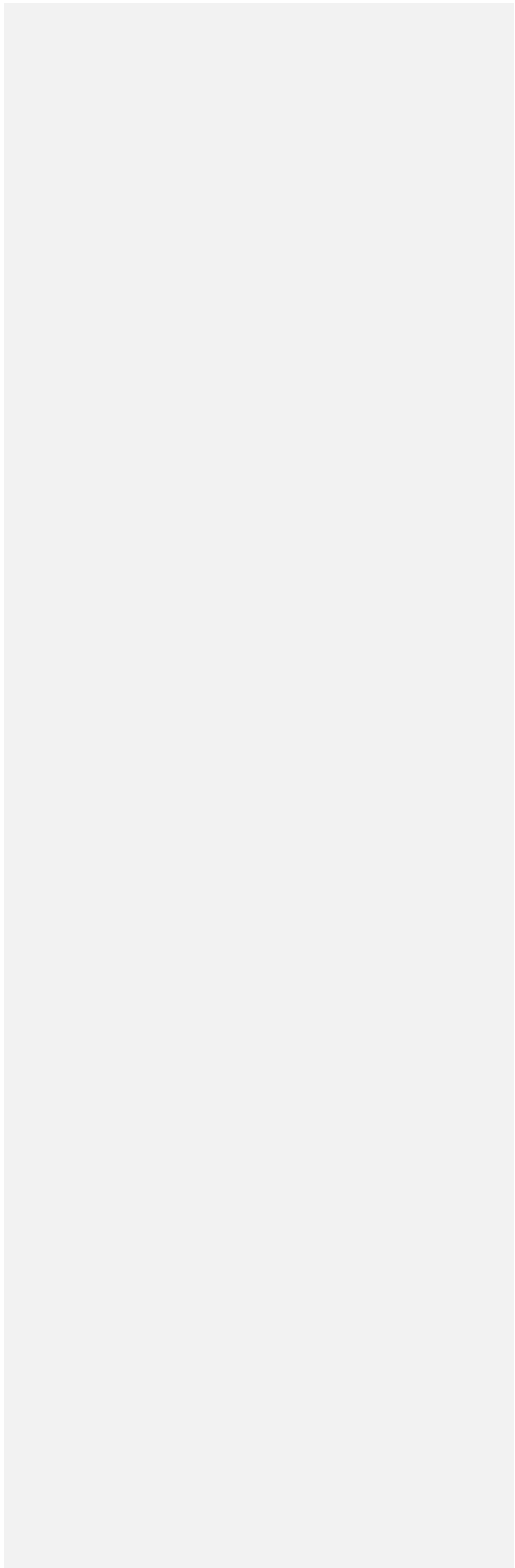
- 1. Does the appeal relate to reappointment, tenure, or promotion (RTP)?

No - If no, your grievance or appeal will be reviewed as a Non-RTP Matter under the Non-RTP Appeals Process outlined in URP 02.350. *Proceed to II. Non-RTP Summary of Grievance.*

Yes - If yes, your grievance will be reviewed as an RTP Matter under the RTP Appeals Process outlined in URP 02.350. *Proceed to III. RTP Summary of Grievance.*



7. Grievant Summary Statement



I certify that the information provided in this Grievance Dossier is true and accurate to the best of my knowledge.

Signature:

Date:

**B. EVPAA/Provost Evaluation Section.**

1. Was the Appeal Dossier submitted within ten (10) business days of the triggering event? (Check the appropriate box)

No - If no, the appeal process is ended. Sign below and forward form to the Grievant.

Yes - If yes, proceed to 2.

2. Is the grievance subject to a Non-RTP review process (Check the appropriate box)

No

i. List the specific policy(s) for addressing the concern

ii. List the office for addressing the concern

Yes – Complete the Respondent information below and sign.

i. Name of Respondent

ii. Position/Title of the Respondent

Signature:

Date:

**C. Respondent Section**

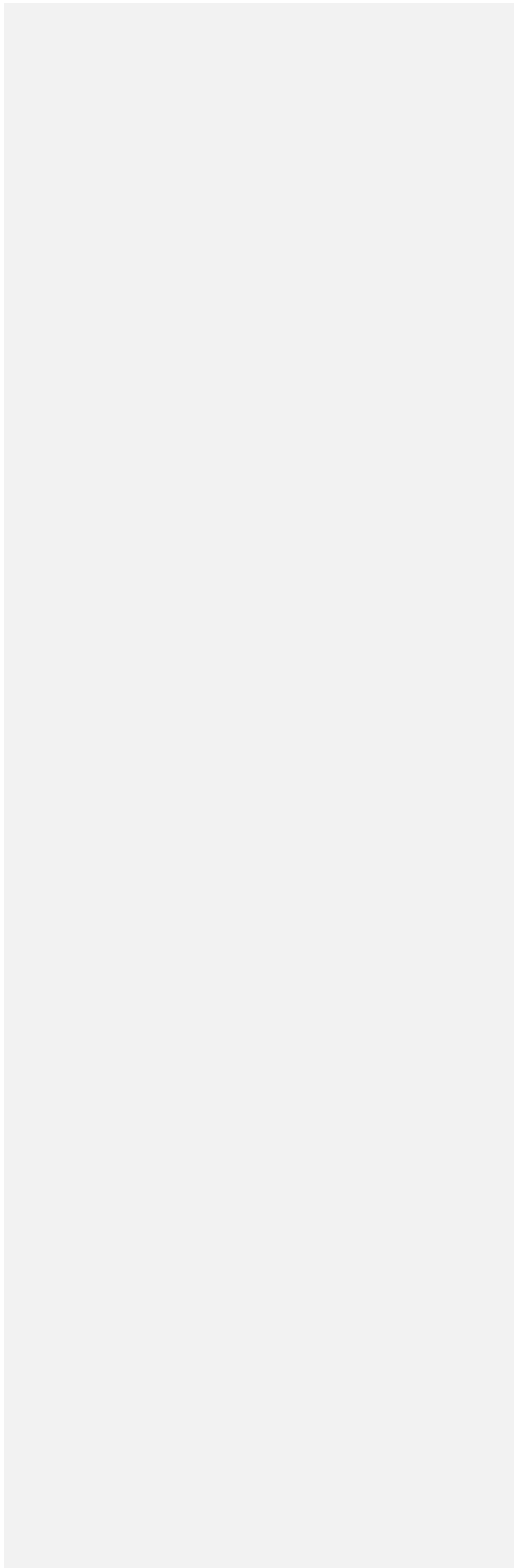
1. Were there attempts at an informal resolution?

No

Yes - If yes, summarize efforts (include dates of discussions/meetings, participants involved, proposals made during discussions, outcomes of discussions).

2. List any additional relevant Regent Policies or University Regulation and Procedures (URP)

4. Respondent's Position Statement



*I certify that the information provided in this Response Dossier is true and accurate to the best of my knowledge.*

Signature:

Date:

**D. FRC Chair Section**

1. Identification of FRC Panel - Within five (5) days of email from EVPAA/Provost
  - i. Names of three panel members and two alternatives
    1. Member:
    2. Member:
    3. Member:
    4. Alternative:
    5. Alternative:
  - ii. Were any objections raised to the names submitted to the Grievant or Respondent?  
 No - If no, sign below and forward to FRC Panel, Grievant, and Respondent along with all documentation.  
 Yes – Briefly indicate nature of the objection(s)
  - iii. Final member list
    1. Member:
    2. Member:
    3. Member:

Signature:

Date:

**E. FRC Panel Initial Review**

1. Name of FRC Panel Lead

2. Initial Review Decision

No further review is warranted due to lack of probable cause or failure to meet the requirement outlined in this policy. Complete i below.

- i. Brief description of rationale for decision that no further review is warranted.

*Proceed to certify your submission and email this form to Grievant, Respondent, EVPAA/Provost, and FRC Chair.*

Further written review is required - proceed to ii below.

Live Hearing Review is required – proceed to iii below.

- ii. Written material Review

- a. Clarify what material is being requested from the Grievant or Respondent including any supplemental documentation relevant to the grievance.

- iii. Live Hearing Review

1. Specific issues to be addressed in hearing

2. Clarify any additional documentary evidence being requested from the Grievant or Respondent prior to the live hearing.

*I certify that the information provided in this Initial Review is true and accurate to the best of my knowledge.*

Signature:

Date:

F. Non-RTP FRC Panel Review –

1. Written Review Pathway

i. Written review decision

The grievance does not have merit.

a. Rationale for decision:

The grievance has merit.

a. Recommendations for resolving the grievance

*I certify that the information provided in this Written Review is true and accurate to the best of my knowledge.*

Signature:

Date:

2. Live Hearing Pathway - *A live hearing will occur within twenty (20) days of the initial review decision. All parties will be notified of the hearing date at least ten (10) business days before the hearing by the FRC Panel Lead.*

ii. Live Hearing review decision

The grievance does not have merit.

a. Rationale for decision:

The grievance has merit.

a. Findings regarding the grievance

b. Recommendations for resolving the grievance

*I certify that the information provided in this Non-RTP Live Hearing Review is true and accurate to the best of my knowledge.*

Signature:

Date:

G. **EVPA/Provost Final Determination**

1. Based upon the review of all of the materials, it is determined that:

The grievance does not have merit.

i. Rationale for decision:

The grievance has merit.

i. Findings regarding the grievance

ii. Recommendations for resolving the grievance

*I certify that the information provided in this Final Review is true and accurate to the best of my knowledge.*

Signature:

Date:

### III. RTP Grievances and Appeals

#### A. Grievant Section – *to be completed if selected Yes for I.H.1*

1. The triggering event of the RTP appeal is:
  - A recommendation to revoke tenure and terminate the employment of a tenured Faculty member
  - A recommendation to demote a contract Faculty member during the term of the contract
  - A recommendation to terminate the employment of a Faculty member for good cause during the term of the employment contract
  - A recommendation to deny an application for tenure or promotion for a tenure-track Faculty member
  - A recommendation to not renew the employment contract of a tenure-track Faculty member.
  
2. Provide a concise summary of the grievance including the date of the triggering event, e.g. Dismissal letter from Provost issued 1\_1\_2025.
  
3. List the Regent Policy(s) or University Regulation and Procedure(s; URP) violated.
  
4. Provide a concise explanation of how this policy was violated.
  
5. State the specific resolution or outcome you are seeking.

I certify that the information provided in this Grievance Dossier is true and accurate to the best of my knowledge.

Signature:

Date:

**B. Chancellor Evaluation Section**

1. Was the Appeal Dossier submitted within ten (10) business days of the triggering event? (Check the appropriate box)

No - If no, the appeal process is ended and the decision is final.

Yes - If yes, proceed to II.B.2.

2. Is the grievance subject to a RTP review process (Check the appropriate box)

No

iii. List the specific policy(s) for addressing the concern

iv. List the office for addressing the concern

Yes

iii. Name of Respondent

iv. Position/Title of the Respondent

Signature:

Date:

**C. Respondent Section**

1. List any additional relevant Regent Policies or University Regulation and Procedures (URP)

*I certify that the information provided in this Response Dossier is true and accurate to the best of my knowledge.*

Signature:

Date:

**D. FRC Chair Section**

1. Identification of FRC Panel -

- i. Names of five panel members and two alternatives

- a. Member:
- b. Member:
- c. Member:
- d. Member
- e. Member
- f. Alternative
- g. Alternative

- ii. Were any objections raised to the names submitted to the Grievant or Respondent?

No - *If no, proceed to III.D.1.iii*

Yes – *If yes, specify the nature of the objection(s):*

iii. Final member list

- a. Member:
- b. Member:
- c. Member:
- d. Member
- e. Member

Signature:

Date:

E. FRC Panel Initial Review

1. Name of FRC Panel Lead

2. Initial Review Decision

No further review is warranted due to lack of probable cause or failure to meet the requirement outlined in this policy. *Complete i below and sign.*

i. Rationale for decision that no further review is warranted.

Live Hearing Review is required

i. Specific issues to be addressed in hearing

- ii. Clarify any additional documentary evidence being requested from the Grievant or Respondent prior to the live hearing. Grievant or Respondent must submit response to FRC Panel Lead and other party within five (5) business days.

*I certify that the information provided in this Initial Review is true and accurate to the best of my knowledge.*

Signature:

Date:

F. FRC Panel Review

1. Live Hearing review decision

The grievance does not have merit – memo attached.

The grievance has merit – memo attached.

*I certify that the information provided in this RTP Live Hearing Review is true and accurate to the best of my knowledge.*

Signature:

Date:

**G. Chancellor Review**

Based upon the review of all of the materials, it is determined that:

The grievance does not have merit – memo attached.

The grievance has merit – memo attached.

Does this case relate to tenure revocation?

No, the RTP Appeal Process is complete.

Yes, the Grievant may indicate below their request for consideration by the Board of Regents.

*I certify that the information provided in this Final Review is true and accurate to the best of my knowledge.*

Signature:

Date:

**H. Grievant request for Board of Regents review.**

I, the Grievant, request that the Board of Regents review my appeal.

Signature:

Date:

I. **Board of Regents Review**

Based upon the review of all of the materials, it is determined that:

The grievance does not have merit.

The grievance has merit – Recommendations:

Signature:

Date:

