

National-Louis University Faculty Appeals Policy
FP: 111 (4983)

Approved: Faculty Association

Date: April 9, 1983

Revised: Faculty Senate

Date: Dec. 18, 1996

Revised: Faculty Senate

Date: July 20, 2005

Approved: Board of Trustees

Date: Oct. 26, 2005

EFFECTIVE DATE: October 27, 2005

Introduction

The purpose of this policy is to provide faculty members with a means by which to appeal for review when it appears that University established policies and/or procedures have not been followed, and that such deviation from established policies has adversely affected their professional rights or academic performance. This policy is not applicable to appeals related to actions taken where other appeals policies apply.

This policy provides for:

1. Establishment of a formal sequence of actions within a specified time.
2. Creation of a faculty appeals committee and description of its rights and responsibilities.

Article 1

A faculty member who believes that there has been a violation of policies and/or procedures which adversely affects his or her professional rights or academic performance has the right to appeal such a decision or action within 60 days of its occurrence.

Article 2

The faculty member will file a Notice of Appeal with the chair of the Faculty Senate and send a copy of this notice to the Chief Academic Officer.

The Notice of Appeal must contain the following information:

1. The name and current position within the University of the individual initiating the appeal.
2. A description of the alleged violation of an existing policy and/or procedure and a summary of the harm allegedly caused to the individual.

3. A brief summary of any prior attempts to resolve the issue.

The Notice of Appeal must be sent by the Senate Chair to all individuals directly involved or named in the appeal.

Confidentiality of this Notice shall be maintained by all parties involved in the appeal. Negotiation and reconsideration of the problem may occur without prejudice to the subsequent right of appeal.

Article 3

A period of 14 days must elapse between the filing of the Notice of Appeal and the initiation of the formal appeal process. During this waiting period the Senate Chair will coordinate and affirm the establishment of a Faculty Appeals Committee.

The Faculty Appeals Committee shall be an ad hoc committee of the Faculty Senate. Its membership shall be composed of the two most recent and available past Senate Chairs, and the chair of the Faculty Standards, Evaluations, and Appeals Committee (or, if unavailable, a designee selected by the committee). In addition, a faculty member appointed by the appellant and a representative appointed by the Chief Academic Officer shall serve on the committee as non-voting members. The chair of the Faculty Appeals Committee shall be the person who has served most recently as Senate Chair.

The Chair of the Faculty Appeals Committee shall convene meetings and establish and communicate its procedures.

Records of committee action shall be detailed and secured for confidentiality.

At the end of the 14 day waiting period the Senate Chair, having confirmed the intent to appeal, will request the Chair of the Faculty Appeals Committee to convene the committee and review the appeal, completing their review within 45 days.

The Committee may:

1. Hold hearings.
2. Confer individually or jointly with the parties to the appeal.
3. Request individual information from said parties.
4. Query administrators to clarify the application of policies and procedures.
5. Request supplemental information which shows practices in similar institutions of higher education, or within other departments, divisions or colleges of National-Louis University.

Article 4

Within 5 days after completing its deliberations, the final recommendation and the rationale for reaching the decision, shall be given in writing to the Chief Academic Officer, the appellant, and the Chair of the Faculty Senate.

The Chief Academic Officer shall review the recommendation of the Faculty Appeals Committee and its rationale for reaching the decision. If the Chief Academic Officer agrees with the decision of the committee, he or she shall then forward the committee's recommendation to the President of the University. If the Chief Academic Officer disagrees with the committee's recommendation he or she shall meet with the committee to try to come to agreement. If no agreement can be reached, the Chief Academic Officer will send both the committee's recommendation and his or her recommendation to the President of the University.

The President shall have the final authority to confirm or reject the recommendations of the Chief Academic Officer and the committee and will send written notice of his/her decision to the appellant, the Chief Academic Officer, and the chair of the Faculty Appeals Committee