

## **Faculty Handbook-Academic Affairs**

This electronic Faculty Handbook contains links to policies and procedures that apply to faculty appointments at the University of Utah, as well as additional information about the University, its campus, and surroundings that may be of interest to the faculty. The Faculty Handbook provides faculty members with direct links to University policies and other sources of information, many of which are located online on University web pages or are provided by departmental and collegiate administrative offices.

Disclaimer: This Faculty Handbook provides basic information for faculty but should not be viewed as a complete guide to academics, research, or other components of the faculty experience nor as any kind of a contract or legally binding document. The University of Utah expressly reserves the right to amend its policies and procedures from time to time.

We welcome your comments, suggestions and questions regarding this Handbook. If you have suggestions for other areas that might be included, please let us know.

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## **Utah System of Higher Education**

The [Utah System of Higher Education](#) (USHE) is governed by the Utah Board of Higher Education and is comprised of Utah's eight public colleges and universities and eight technical colleges that are governed by the Utah Board of Higher Education and their institutional Boards of Trustees. The CEO of USHE is the [Commissioner of Higher Education](#).

### **Utah Board of Higher Education**

The [Utah Board of Higher Education](#) is the governing body for the Utah System of Higher Education. The Board consists of eighteen Utah citizens, all appointed by the Governor. The Board consists of sixteen members appointed on six-year staggered terms and two students, one from a degree-granting public college or university and one from a technical college. The Board oversees the establishment of policies and procedures, executive appointments (including the appointment of the president of each institution), master planning, budget and finance, proposals for legislation, develops governmental relationships, and performs administrative unit and program approval for higher education for the State of Utah.

### **University of Utah Board of Trustees**

The [Board of Trustees](#) consults with and gives advice to the President, approves the President's institutional policy recommendations, facilitates communication between the institution and the community, and assists in fund raising, alumni relations, and selecting recipients of honorary degrees. The Trustees also perform other responsibilities as delegated by the Utah Board of Higher Education and the Utah State Legislature. The Trustees are appointed by the Governor. The President of the Associated Students of the University is a member of the trustees. The President of the Academic Senate and the President of Staff Council are non-voting participants in trustee meetings.

The responsibilities of the President and the Board of Trustees are set forth in the Policies of the Utah Board of Higher Education.

[Utah Board of Higher Education R220](#)

[Utah Board of Higher Education R220-Checklist](#)

[Utah Code 53B-2-103](#)

## University Mission and Values

The University of Utah fosters student success by preparing students from diverse backgrounds for lives of impact as leaders and citizens. We generate and share new knowledge, discoveries, and innovations, and we engage local and global communities to promote education, health, and quality of life. These contributions, in addition to responsible stewardship of our intellectual, physical, and financial resources, ensure the long-term success and viability of the institution.

### University of Utah Core Values:

1. Student success and engagement: The U is committed to providing the financial assistance, personalized support, and engaged learning experiences that increase access to the university and facilitate persistence through degree completion.
2. Research and teaching excellence: The U engages in cutting-edge teaching and research that foster inter- and trans-disciplinary innovation, creativity, entrepreneurship, and knowledge and technology transfer.
3. Diversity: The U celebrates the rich diversity of people as well as creative and intellectual traditions by being inclusive in every respect.
4. Sustainability: The U contributes to a more sustainable world through research, teaching, and demonstrating best practices in protecting and enhancing the natural and built environment on the campus and environs, making it a great place to live, learn, work, play, create, recreate, and visit.
5. Global vision and strategy: The U thinks and acts globally by increasing opportunities for students and faculty to engage in international study, teaching, research, and service.
6. Community: The U maintains a strong sense of community among students, faculty, and staff, and cultivates meaningful university, neighborhood, city, region, state, and global partnerships.
7. Leadership: The U engages students, faculty, staff, and the larger community in conversations that lead to positive transformation at the local, state, national, and global levels.

### **Diversity**

Diversity, equity, and inclusion are key to quality education, scholarly discourse, and vibrant communities. We know that excellence happens when the leadership principles of equity and inclusion are effectively and consistently integrated into the culture and processes of the university. While Utah's commitment to institutional excellence means that we have strong educational and working environments, there is more to do to create a working environment that is representative of society's and Utah's diversity.

As the United States and Utah become increasingly diverse – as illustrated by recent U.S. Census data – it is even more critical that our faculty makeup reflect the world in which we live and from which our students come. Combined with faculty recruiting efforts, we must also ensure an inclusive and supportive climate that integrates and reflects both our shared values and our distinct differences, for in our diversity lies our strength. As we have all witnessed from the failures of decades of diversity strategies focused on getting “diverse” individuals into positions—these efforts often lead to tokenization, isolation, and, more generally, little movement in addressing the root issues of inequity in higher education. In this context, faculty

recruitment processes and culture must be inextricably intertwined with retention strategies, starting early with populations that we have failed to retain.

Equity, diversity, and inclusion stand as three core values of the University of Utah's mission. We share the beliefs that the university better serves our local, national, and international communities when our scholars, researchers, artists, professionals, and educators both represent the diversity of our communities and transform the culture of the U; that the success of our students can be enhanced by models and leaders of varied backgrounds; and that raising our institutional profile is linked to a climate of inclusivity, facilitated by a diverse campus community.

#### Faculty Diversity Awards:

- [Linda K. Amos Award for Distinguished Service to Women](#)
- [Black Faculty and Staff Awards](#)
  - Marcus Garvey Black Star Excellence Award
    - The Marcus Garvey Black Star Excellence Award is for new University of Utah faculty and staff who have stepped up to the plate and helped build and broadcast the University of Utah in a positive light.
  - Madam C.J. Walker Resource Award
    - The Madam C.J. Walker Resource Award is for individuals who have strengthened community-engaged learning experiences and opportunities tied to civic engagement and fostered stronger partnerships between the local community and the University of Utah.
  - Malcom X Award of Social Justice
    - The Malcolm X Award of Social Justice is for individuals who have fought for justice in terms of the distribution of equal access, opportunities, and privileges within our campus and the greater community and whose body of academic work (e.g., articles, books, creative works) and life promote or exemplify the area of social justice in modern life.
  - Maya Angelou Award of Innovation
    - The Maya Angelou Award of innovation is for individuals who have used creativity to develop or improve processes, methods, systems, products, or services and encourage others to do the same. This award is given to those who make innovation a priority among team/faculty members, encourage reasonable and calculated risk-taking, and improve work and personal life at the University of Utah.
  - James McCune Smith Award of Veneration
    - The James McCune Award of Veneration is for individuals who are awe-inspiring examples of dignity, wisdom, dedication, and excellence at the University of Utah.

# University Organization and Governance

## The President and Cabinet

The University of Utah's top administrative structure consists of the [President](#) and two senior vice-presidents: the [Senior Vice President for Academic Affairs](#) and the [Senior Vice President for Health Sciences who is also the Executive Dean of the School of Medicine and CEO, Health Systems](#), as well as other vice presidents. The President's Cabinet includes the vice presidents and special assistants to the president. The president of the [Academic Senate](#) (faculty) meets regularly with the cabinet. The responsibilities of the administrative officers (i.e. the President, Vice Presidents, and Deans) are set forth in the [University policies](#).

[University Administration Org Chart](#)

## University Colleges and Departments

Click [here](#) for a complete list of colleges and departments.

## Academic Affairs

The Office of Academic Affairs, through its senior vice president, has primary responsibility for setting the academic focus for the University of Utah and directing and enhancing its mission, both at the undergraduate and graduate/professional levels. The office guides academic and long-range institutional planning, with oversight of academic faculty and staff, budget planning, enrollment management, information resources, and student admissions and retention.

The senior vice president of academic affairs—a position known as a provost at other universities—reports directly to the president as a member of the executive leadership team and actively participates in setting the strategic direction while aligning academic and budget priorities.

## Health Sciences

[University of Utah Health](#) is an economic engine unlike any other in Utah. With more than 20,000 faculty and staff it is one of the state's largest employers and contributes millions of dollars in net tax revenue to Utah every year. But University of Utah Health's impact goes beyond the balance sheet. Its bottom line includes the health and well-being of Utah residents in every corner of the state and from all walks of life.

The Senior Vice President for Health Sciences who is also the Executive Dean of the School of Medicine and CEO, Health Systems reports directly to the president and oversees the University Health Sciences which includes the University of Utah Hospital and Clinics as well as professional schools in Medicine, Nursing, Pharmacy Health, and Dentistry.



## **Student Affairs**

The Student Affairs office is a resource for students. To see the resources available, please click [here](#).

## **Student Government**

The Associated Students of the University of Utah is the student governance body representing student interests. For more information, click [here](#).

## **Academic Senate**

The [Academic Senate](#) plays an integral part in the shared governance by representing faculty and legislating matters of education policy at the University of Utah. Much of the actual Senate work is carried out by the [nine senate-elected committees](#), which work on the central academic issues of the institution. They report to the full Senate, and the Senate often acts on their proposals as well as on issues brought to its attention by the administration

# Faculty Membership, Categories, Ranks, and Appointments

## Faculty Membership

University Policy provides the following summary of faculty membership, [Policy 6-300](#):

1. The University Faculty consists of:
  - a. University President,
  - b. Vice Presidents,
  - c. Deans,
  - d. Directors of Libraries
  - e. Faculty members appointed in the following categories:
    - i. Tenure-line Faculty
    - ii. Career-line Faculty and subcategories
    - iii. Adjunct Faculty
    - iv. Visiting Faculty
    - v. Emeritus Faculty

### Tenure-line Faculty:

An appointment to a regular faculty position which is either tenured or tenure-generating is considered to be continuous rather than terminal. All tenured appointments, however, are subject to established policies regarding tenure.

1. Ranks:
  - a. Instructor
  - b. Assistant Professor/Assistant Librarian
  - c. Associate Professor/Associate Librarian
  - d. Professor/Librarian
2. Honorary Ranks:
  - a. Distinguished Professor
  - b. Presidential Professor
  - c. University Professor

### *Distinguished Professor:*

This category and rank is reserved for faculty whose achievements “exemplify the highest goals of scholarship as demonstrated by recognition accorded to them from their peers with national and international stature, and whose record includes evidence of a high dedication to teaching as demonstrated by recognition accorded to them by students and/or colleagues.” The nomination and selection process is described in [Policy 6-303](#). The website to submit nominations can be found [here](#).

### *Presidential Professor:*

Under exceptional circumstances, the president may appoint an individual to this category and rank. Presidential Professor is reserved for individuals whose achievements exemplify the

highest goals of scholarship, and whose record includes evidence of a high dedication as determined by a special advisory committee of Distinguished professors ([Policy 6-300](#)).

#### *University Professor:*

Each year, at least one faculty member is selected for the special rank of University Professor. This professorship recognizes individuals who have demonstrated extraordinary skills in teaching, distinguished scholarship in their field, and an interdisciplinary approach to undergraduate instruction. The nomination process is covered in [Policy 6-300](#).

#### Career-line Faculty:

Career-line faculty members participate in the university's academic programs and make substantial contributions, but their continuing professional activities do not span the full range of responsibilities of regular faculty members in the appointing department or college. Career-line faculty members are non-tenured and have probationary appointments that either terminate automatically every year or are limited by written contracts for up to five-year terms. Career-line faculty may serve on committees and participate fully in departmental affairs but cannot vote on RPT policies or appointments.

#### Sub-categories of Career-line faculty:

- *Research Faculty*
  - Career-line faculty members who are primarily devoted to research projects.
  - Ranks: Research Instructor, Research Assistant Professor, Research Associate Professor, Research Professor
- *Clinical Faculty*
  - Career-line faculty members whose expertise is in the practice or clinical setting.
  - Ranks: Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor
- *Lecturer Faculty*
  - Career-line faculty members who are primarily devoted to teaching.
  - Ranks: Instructor (Lecturer), Assistant Professor (Lecturer), Associate Professor (Lecturer), Professor (Lecturer)

#### Adjunct Faculty

- Faculty members whose professional activities do not span full range of regular faculty responsibilities.
- Ranks: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor

#### Visiting Faculty

- Short-term faculty with a cumulative term maximum of three years.

- Ranks: Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, Visiting Professor

### Emeritus Faculty

This category includes retired members of the faculty who have been appointed to emeritus status ([Policy 5-112](#)). These faculty members may be called on for occasional service after retirement. The procedure for nominating faculty to this status can be found [here](#). The nomination form is available [here](#).

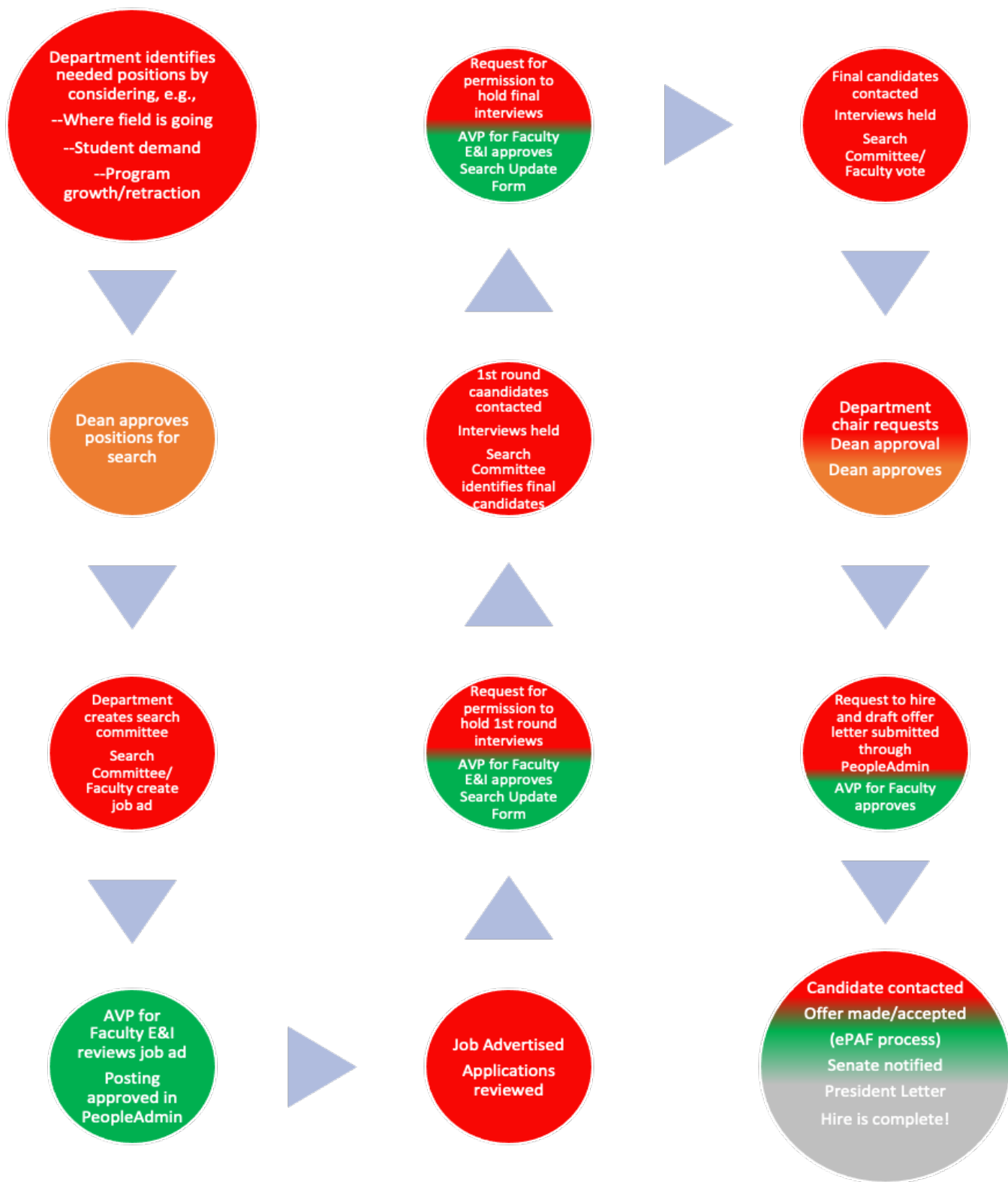
### **Appointments and Search Process**

Faculty (and academic library staff) appointments are made by the president. Faculty of the appointing department and college play significant roles in appointments. The president makes appointments only after receiving written recommendations from the department (faculty and chairperson), the college, and the vice president.

[Policy 6-301](#)

### Appointment Process: Search Procedure Guidelines

The faculty search process strives for a diverse pool of applicants. Below is an infographic of the search process, more detailed information and best practices can be found here: <https://academic-affairs.utah.edu/office-for-faculty/faculty-hiring/>



### Joint Appointment Procedures for Faculty Appointed to Several Departments

The procedure for administering a joint appointment for a new or existing faculty member is governed by [Policy 6-319](#).

### Required Disclosure of Criminal Record

If a background check or self-disclosure reveals a criminal background, following an opportunity to respond by the applicant/employee, a risk assessment will be conducted by the Background Review Committee (BRC) per policies [6-301](#), [5-130](#), and [Rule 5-130A](#).

# Onboarding/Resources for New Faculty

## New Faculty Orientation

- [New Faculty Welcome Information](#)
- [New Faculty Resources](#)
- [New faculty guide to digital resources](#)

## Digital Services/Email/Cell Phones and more

- [UMail](#)
- [Campus Information System \(CIS\)](#)
- Cell Phone Reimbursement (if necessary for job) [Rule 4-005A](#)
- [Office of Software Licensing](#)

## Disability Concerns: Reasonable Accommodation and Access

- [ADA Accommodations](#) (employees)
- [Center for Disability & Access](#) (students)

## Commuting, Parking

- [Parking/Commuter Services](#)
- [Campus Shuttles](#)
- [Parking Permits](#)
- [UTA](#) (Utah Transit Authority)
  - All employees and students receive a free UTA pass
- [Fleet Services](#)

## Travel: University Related

- [Travel & Reimbursement Services](#)
- Travel Policy & associated rules
  - [Policy 3-030](#): Travel
  - [Rule 3-030A](#): Airfare Costs and Class of Service
  - [Rule 3-030B](#): Travel Cash Advances
  - [Rule 3-030C](#): Per Diem
  - [Rule 3-030D](#): International Travel Safety and Insurance

## Getting in the Know: Campus Calendars and Newsletter

- [Campus Academic Calendar](#)
- [Campus Events](#)
- [@theU](#) (campus newsletter)

## **Help for the Family of Faculty**

- [Center for Child Care & Family Resources](#)
  - Referrals
  - Assistance
  - Child Care for finals and evenings (students)
- Spouse/Partner (dual career) Placement Support
  - [Staff positions](#)
  - [Tenure-line Faculty Positions](#)

## **Training and Development: Workshops (Professional Training Opportunities)**

- Academic Affairs
  - [Faculty & Administrator Support & Training Program \(F.A.S.T.\)](#)
    - Faculty Dialogues
    - AD Luncheon
    - Academic Leader Lunch
    - RPT & Faculty Review Workshops
    - Life Hacks Lunch
- Health Sciences
  - [U of U Health Academic Affairs & Faculty Development](#)

## **Social Activities/Affinity Groups**

- [Faculty Club](#)
- [Presidential Commission on the Status of Women](#)

## **University Information Technology (UIT)**

- [Information Security Office](#)

## **Other Resources and General Conditions of Employment**

- [University Identification Cards “UCard”](#)
- [Environmental Health and Safety](#)
- [Accident and Liability Reporting and Request for Legal Defense](#)
- [University Safety Department](#)



## **Rights and Responsibilities of Faculty**

The rights, responsibilities, and other standards for Faculty are addressed in the Regulations Library of the University of Utah. The applicable policies and sections are below.

### **Academic Freedom**

- Academic Freedom and Faculty Rights Committee ([Policy 6-002](#))
- Dismissal or Forced Resignations ([Policy 6-307](#))
- Terminations (For Cause, Medical Reasons, Financial Exigency) and Program Discontinuance ([Policy 6-313](#))
- School Disruptions & Civil Disturbances ([Policy 1-005](#))
- University Speech Policy ([Policy 1-007](#))

### **Code of Faculty Rights and Responsibilities ([Policy 6-316](#))**

- [Employee Standards & Code of Conduct](#)

### **Non-Discrimination Policy and Rules**

- Non-Discrimination Policy ([Policy 1-012](#))
  - Discrimination Complaint Rule ([Rule 1-012](#))
    - Discrimination Complaint Process ([Rule 1-012A](#))
    - Sexual Misconduct Complaint Process ([Rule 1-012B](#))
    - Discrimination Hearing Procedure ([Procedure 1-012A](#))
    - [Guideline 1-012](#)
    - [Guideline 1-012A](#)
- [Office of Equal Employment and Affirmative Action](#)

### **Conflict of Interest/Commitment/Purchasing/Intellectual Property**

- Individual Financial Conflict of Interest Policy ([Policy 1-006](#)) and the associated rules, guidelines, and procedures.
- Faculty Enrollment in Degree Program ([Policy 6-300](#))
- Faculty Profit Making Endeavors ([Policy 7-004](#))
- Remunerative Consultation and Other Employment Activities ([Policy 5-204](#))
- Additional Compensation and Overload ([Policy 5-403](#)) and associated rules.
- Employment or Supervision of Immediate Family ([Policy 5-105](#))
- Restricted Purchases and Special Procurement ([Rule 3-100E](#))
- Use and Security of Property ([Policy 4-005](#))
- Copying of Copyrighted Materials ([Policy 7-013](#))
- Performance or Display of Copyrighted Materials ([Policy 7-014](#))
- Copyright Policy: Ownership of Copyrightable Works and Related Works ([Policy 7-003](#))

## Faculty Employee Records

- Personnel Records (including the maintenance & location of files and faculty rights to inspect and copy.) ([Policy 5-002](#))

## Other Policies to Note

- Resignation ([Policy 6-307](#))
- Alcohol Use/Consumption in University Facilities and
- Requirements for Notification of Certain Drug Convictions,
- Drug Free Workplace ([Policy 5-113](#)) and related rules
  - Drug Testing Policy for Health Sciences Center
- Required Professional Boundaries in Relationships ([Policy 1-020](#))
  - [Training Slides](#)
  - [Disclosure Form](#)

## Grievance Procedures

The University encourages informal resolution of problems through direct conversations (if appropriate), the assistance of administrators and the use of mediators as appropriate. Many of the University's formal grievance procedures require an initial attempt at informal resolution before they may proceed. The University Faculty may bring grievances against other members of the University community through several different processes depending upon the classification (employee/student) of the individual against whom the grievance is made and the nature of the grievance.

- A grievance against a student is normally brought pursuant to the Student Code of Rights and Responsibilities. ([Policy 6-400](#))
- A grievance against a regular staff member is normally brought by the employee's supervisor in consultation with Human Resources through the Corrective Action and Termination Policy for Staff Employees. ([Policy 5-111](#))
- Staff Policy for grievances arising out of violations of University policy ([Policy 5-203](#))
- A grievance arising out of a claim of discrimination or sexual harassment is generally brought pursuant to the Discrimination and Sexual Harassment Policy which applies to all the University community (Faculty, Staff, Students). ([Policy 1-012](#))
- If a discrimination complaint is raised in the context of another Faculty proceeding, however, the Consolidated Hearing Committee is the appropriate forum. ([Policy 6-011](#))
- Complaints with allege a violation of rules of the Faculty Code are brought pursuant to the Code of Faculty Rights and Responsibilities ([Policy 6-316](#)) and the Consolidated Hearing Process. ([Policy 6-011](#))

## University Legal Advice

The University's attorneys through the Office of General Counsel provide legal advice to University employees and entities who in the course of their responsibilities are acting on behalf of the University.

Faculty members are entitled to representation and legal defense if named in lawsuits brought against them as employees of the University as set forth in Utah statute. Requests for legal defense must be made in writing to the cognizant vice president.

- Accident and Liability Reporting and Prevention ([Policy 5-310](#))
  - Notification of Request for Legal Defense

# Faculty Review Processes

## Tenure-line Review Process

### Retention, Promotion & Tenure (RPT) ([Policy 6-303](#))

Unless they have prior experience elsewhere, a faculty member with a terminal degree is usually appointed to the tenure track in the rank of assistant professor. They will then progress through the ranks via the Retention, Promotion, and Tenure process. The promotion to the rank of associate professor is usually awarded at the time tenure is granted.

When a tenure-line faculty member is hired without tenure, the probationary period (time before tenure) for the rank of assistant professor is seven years unless the department/unit guidelines have set the probationary period at six years. If hired at the rank of associate professor or professor without tenure, the probationary period is five years.

The approved ways to shorten or extend the probationary period are listed below. A description of each option along with the process to request the adjustment can be found in [Policy 6-311](#).

#### Shortening of Probationary Period

- a. Credit for Prior Service
- b. Extraordinary Progress

#### Extending the Probationary Period

- a. Leaves including Medical Leave of Absence, Serious Health Condition, Parental Leave or Family Leave, or other approved leaves.
- b. Effects of Administrative Assignment
- c. Extraordinary Circumstances

Each department/college has a set of guidelines used for review of faculty. The process and standards are provided to faculty upon hire. Also included are the materials a faculty member should include in their file. Please see the unit guidelines for specifics.

The steps for review include if applicable to the unit:

1. Review by unit Student Advisory Committee (non-voting)
2. Review by Unit Faculty with vote on recommendation for each considered action
3. Review and recommendation by Unit Chair/Director
4. Review by College Advisory Committee (if applicable)
5. Review and Recommendation by the Dean
6. University Promotion and Tenure Advisory Committee (UPTAC) Review (if applicable)
  - a. Single or two department colleges require review
  - b. Files from multi-departmental colleges are referred if there is a negative recommendation from the prior levels
  - c. SVP may refer case to UPTAC at their discretion
7. Senior Vice President Recommendation
8. President Decision

### *New Appointment Tenure:*

New appointments with tenure are governed by [Policy 6-303](#). Procedure follows the above requirements of unit criteria and guidelines along with review of the appropriate levels listed above. The review is expedited and does not require reviewed faculty response periods.

### *Informal reviews*

Per Policy 6-303, informal reviews are required during the probationary period each year there is not a formal review for Retention, Promotion and/or Tenure. The procedure for the informal reviews is documented in the departmental/college RPT guidelines.

### *Formal Review(s) for Retention*

The formal review for Retention is conducted in the year (or years for departments/colleges that have two retention reviews) designated in the departmental/college RPT guidelines. The review is to determine if the candidate is making adequate progress towards tenure. Most common timing is in year three or year four of the probationary period. Please see your unit's guidelines for the schedule that applies for your review.

The action for retention is reviewed with recommendations commonly from the following participants: the student advisory committee (SAC), shared appointment unit (if applicable), the departmental faculty, the department chair, the college advisory committee, the college dean, the University Promotion and Tenure Advisory Committee (if applicable, see [Policy 6-303](#)), and the senior vice president. If your unit is a single department college, the participants are as follows: the student advisory committee (SAC), the shared appointment unit (if applicable), the college faculty, the college dean, University Promotion and Tenure Advisory Committee (UPTAC), and the senior vice president.

In an unsuccessful review for retention, the candidate is provided a terminal year with pay following a termination of employment with the University of Utah.

### *Formal Review for Tenure*

The formal review for Tenure is conducted at the end of the probationary period. For those hired at the rank of assistant professor, the review for tenure with promotion to the rank of associate professor is usually conducted in year six or seven in accordance with the approved guidelines for the department/college. For the candidates hired at the rank of associate professor or professor without tenure, the formal review for tenure is conducted in year five and the award of tenure is done without a promotion.

The review for tenure (with or without promotion as described above) is used to determine if the candidate has met or exceeded the criteria in the approved departmental/college RPT guidelines. The action for tenure with or without promotion is reviewed with recommendations commonly from the following participants: the student advisory committee (SAC), shared appointment unit (if applicable), the departmental faculty, the department chair, the college advisory committee, the college dean, the University Promotion and Tenure Advisory Committee (if applicable, see [policy 6-303](#)), the senior vice president, with the final decision made by the president. If your

unit is a single department college, the participants are as follows: the student advisory committee (SAC), the shared appointment unit (if applicable), the college faculty, the college dean, University Promotion and Tenure Advisory Committee (UPTAC), the senior vice president, with the final decision made by the president.

In an unsuccessful review for tenure, the candidate is provided a terminal year with pay following a termination of employment with the University of Utah.

#### *Formal Review for Promotion to Professor*

The review for promotion to the rank of Professor (often colloquially referred to as Full Professor or Full) is done following tenure on a timeframe that is chosen by the candidate. It most often happens at least five years after the award of tenure, but the required timeframe (if applicable) is documented in the approved department/college RPT guidelines. The reviewers will be asked to determine if the candidate has met or exceeded the criteria in the approved departmental/college RPT guidelines. The action for promotion to Professor is reviewed with recommendations commonly from the following participants: the student advisory committee (SAC), shared appointment unit (if applicable), the departmental faculty, the department chair, the college advisory committee, the college dean, the University Promotion and Tenure Advisory Committee (if applicable, see [policy 6-303](#)), the senior vice president, with the final decision made by the president. If your unit is a single department college, the participants are as follows: the student advisory committee (SAC), the shared appointment unit (if applicable), the college faculty, the college dean, University Promotion and Tenure Advisory Committee (UPTAC), the senior vice president, with the final decision made by the president.

#### *Appeal of Denial of Retention, Promotion, and/or Tenure*

A faculty member under formal RPT review may appeal an unfavorable final recommendation of the Senior Vice President through procedures and grounds provided in Policy 6-011. Click [here](#) to view the policy.

#### Tenured Faculty Review (TFR) ([Policy 6-321](#))

The department chairperson administers a review of the work of each tenured faculty member of the department in five-year cycles, with the involvement of a faculty review committee. Procedures and criteria for post-tenure reviews are normally established by each department/college and are set forth in their approved guidelines.

#### **Career-line Faculty Reviews**

Reviews for Career-line faculty are governed by [Policy 6-310](#) and the approved guidelines of the department/college. The reviews for this category are for reappointment or reappointment with promotion.

#### **Adjunct Faculty Reviews**

Reviews for Adjunct faculty are governed by [Policy 6-310](#) and the approved guidelines of the department/college. The reviews for this category are for reappointment or reappointment with promotion.

**Visiting Faculty Reviews:**

Appointments in the Visiting Faculty category are limited to a cumulative term three-years. If hired on a year-to-year basis, reviews for reappointment are governed by [Policy 6-310](#) and the approved guidelines of the department/college.

## Research/Scholarship

Research is one of the areas for faculty to contribute to the University of Utah, an R1 institution. The resources and recognitions for faculty with regards to research/scholarship-both individually and for collaborations with others including students-are listed below.

### University Mission and Values on Research:

The University of Utah fosters student success by preparing students from diverse backgrounds for lives of impact as leaders and citizens. We generate and share new knowledge, discoveries, and innovations, and we engage local and global communities to promote education, health, and quality of life. These contributions, in addition to responsible stewardship of our intellectual, physical, and financial resources, ensure the long-term success and viability of the institution.

### Core Values on Research:

2. Research and Teaching Excellence: The U engages in cutting-edge teaching and research that foster inter- and trans-disciplinary innovation, creativity, entrepreneurship, and knowledge and technology transfer.

### **Faculty Research Awards:**

- [Distinguished Research Awards \(DRA\)](#)
- [The Rosenblatt Prize for Excellence](#)
- [Faculty Fellow Awards-URC](#)

### **Research Resources and Offices:**

- [Vice President for Research](#)
  - [Office of Sponsored Projects](#)
    - [Research Handbook](#)
    - [Human Subject Research Training](#)
  - [Faculty Small Grant program \(FSGP\)](#)
  - [Partners for Innovation, Ventures, Outreach & Technology \(PIVOT\) Center](#)
  - [Institutional Animal Care & Use Committee \(IUCUC\)](#)
  - [Funding Programs and Resources](#)
- [Office of Research Integrity and Compliance](#)
- Research Policies and Procedures
  - Policy for Research Misconduct ([Policy 7-001](#))
  - Individual Financial Conflict of Interest in Research ([Rule 1-006C](#))
  - Patents and Inventions ([Policy 7-002](#)) & related rules and guidelines.

### **University Libraries**

- [J. Willard Marriott Library](#)
- [James E. Faust Law Library](#)
- [Eccles Health Sciences Library](#)



## Teaching

Teaching is an area where faculty contribute to the mission of the University of Utah. Professors are often the only contact a student has with the University and there are obligations teaching faculty have. Please see the teaching resources listed below.

### [University Mission and Values on Teaching:](#)

The University of Utah fosters student success by preparing students from diverse backgrounds for lives of impact as leaders and citizens. We generate and share new knowledge, discoveries, and innovations, and we engage local and global communities to promote education, health, and quality of life. These contributions, in addition to responsible stewardship of our intellectual, physical, and financial resources, ensure the long-term success and viability of the institution.

### Core Values on Teaching:

1. **Student Success and Engagement:** The U is committed to providing the financial assistance, personalized support, and engaged learning experiences that increase access to the university and facilitate persistence through degree completion.
2. **Research and Teaching Excellence:** The U engages in cutting-edge teaching and research that foster inter- and trans-disciplinary innovation, creativity, entrepreneurship, and knowledge and technology transfer.

### **Teaching Awards:**

- [Distinguished Teaching Award](#)
- [Early Career Teaching Award](#)
- [John R. Park Teaching Fellowship](#)
- [Calvin S. and JeNeal N. Hatch Prize in Teaching](#)
- [University Teaching Grants](#)
- [Community Engaged Teaching and Scholarship Award](#)

### **Teaching Responsibilities**

University teaching should reflect consideration for the dignity of students and their rights as persons. Students as well as faculty are entitled to academic freedom and autonomy in their intellectual pursuits and development. Teachers must therefore treat students with courtesy and respect. They must not require students to accept their personal beliefs or opinions and must strive in the classroom to maintain a climate conducive to thinking and learning. They must not misuse their position, authority, or relationship with students. ([Policy 6-316](#))

Duties include:

1. Meet regularly scheduled classes. Provide prior notice of class cancellation or rescheduling unless circumstances beyond faculty members control are present.
2. Prepare for class.
3. Maintain regular office hours.
4. Provide reasonable notice to students of general course content.

5. Do not misuse classroom time for presenting own views instead of course content.
6. Do not use faculty position to gain uncompensated labor from students.
7. Do not plagiarize student's work.
8. Keep appropriate information confidential.
9. Duties to students extend to clinical, research, and other non-traditional settings.
10. Choose course material without personal financial gain.

### Teaching Resources:

- [Helping Students \(University Counseling Center\)](#)
  - Managing Difficult Behavior
    - Managing Distressed & Threatening Students ([Guideline 1-004C](#))
  - Recognizing and Responding to Students in Distress: A Faculty Handbook
  - Faculty as a Helping Resource for Students
- [Office of Undergraduate Studies](#)
- [Ordering Textbooks](#)
  - If you assign a book that you have authored, see [Policy 6-316, Sec. 4, B.10](#)
- [Designing a Course Syllabus](#)
- [Syllabus Checklist](#) includes required language and recommendations
- [Turnitin.Com](#)
  - The University has a license to this anti-plagiarism service. It is advisable to inform your students on the syllabus that you may require them to submit papers to Turnitin.
- [Course Reserves](#)
- [Grading \(Online Grade Posting\)](#)

### Teaching or Student Resource Offices

- [Center for Teaching and Learning Excellence \(CTLE\)](#)
- [Dean of Students](#)
- [Equity, Diversity & Inclusion](#)
- [The Graduate School](#)
- [Office of the Registrar](#)
- [Student Affairs](#)
  - [FERPA/Privacy Rights/Student Directory Information](#)
  - [Student Handbook](#)
- [Student Services](#)
- [Teaching and Learning Technologies \(TLT\)](#)
  - Supplies technology, A/V installations, media support, and video services for the physical (face-to-face) and virtual (online) learning spaces for the University of Utah.
  - Manages Canvas and provides consultations about instructional technology and online course design.
  - Schedules and proctors exams in support of online courses.
- [Undergraduate Studies](#)
  - [Honors College](#)

## University Teaching Policies

- Instruction and Evaluation ([Policy 6-100](#))
  - Accommodations
  - Attendance Requirements
  - Grading
  - Course Add/Drop/Withdrawal
- Code of Student Rights and Responsibilities ([Policy 6-400](#))
  - Behavior, Academic Performance, & Grade Appeals
- Copyright Policy: Copying of Copyrighted Works ([Policy 7-013](#))
  - [Copying & Fair Use in the Classroom](#)
- Field Trips ([Policy 10-003](#))

## Resources for Students

- [Resources for Students](#) (Academic Advising Center)
- [Student Resources](#) (Undergraduate Studies)
- [Current Student Resources](#) (UOnline)
- [Resources](#) (ASUU)

## **Service**

The University encourages and recognizes service to one's academic discipline, professional organizations, and the University. Tenure-line faculty should refer to your specific department (or college) RPT criteria for service requirements in reviews.

### **University Mission & Values for Service:**

The University of Utah fosters student success by preparing students from diverse backgrounds for lives of impact as leaders and citizens. We generate and share new knowledge, discoveries, and innovations, and we engage local and global communities to promote education, health, and quality of life. These contributions, in addition to responsible stewardship of our intellectual, physical, and financial resources, ensure the long-term success and viability of the institution.

### **Core Values on Service:**

6. The U maintains a strong sense of community among students, faculty, and staff, and cultivates meaningful university, neighborhood, city, region, state, and global partnerships.
7. The U engages students, faculty, staff, and the larger community in conversations that lead to positive transformation at the local, state, national, and global levels.

### **Faculty Service Awards:**

- [Distinguished Faculty Service Award](#)
- [Public Service Professorship](#)

### **American Association of University Professors (AAUP)**

Click [here](#) to learn more.

### **Lowell Bennion Community Service Center**

The [Bennion Center](#) was established to help the University help the community through Community Engaged Learning and student driven projects.

### **University Neighborhood Partners**

[University Neighborhood Partners](#) brings together University and Salt Lake City Westside resources for reciprocal learning, action, and benefit.

# Faculty Salary, Benefits, Leaves, and Retirement

## Compensation Arrangements:

- Bimonthly pay periods
- Policy regarding payment during summer before service rendered ([Policy 6-301](#))
- School of Medicine Full Time Faculty Practice Plan ([Policy 8-001](#))
- School of Nursing Faculty Practice Plan ([Policy 8-100](#))

## Payroll Office

- [Payroll Office Website](#)
- [Automatic Deposit/Draws/Payment Over 12 Months](#)
- [Summer Pay Calculations](#)

## Human Resources

Faculty as employees are covered by University policies and procedures that pertain to all employees. In some areas, however, there are distinctions between staff employees and faculty employees regarding benefits, retirement, and employee relations.

Faculty: The Associate Vice President for Faculty on main campus and the Faculty Administration Office in the School of Medicine provide many HR types of functions, including the administration of appointments; faculty reviews, including Retention, Promotion, and Tenure and post-tenure; parental leaves; review of RPT criteria; and a role in faculty grievance processes.

University Human Resources administer the benefits package for all eligible employees, including faculty and staff.

In addition, HR provides advice/support arising out of the supervision and employment of staff employees through its Employee Relations department.

## Fringe Benefits/Benefits

- Tuition Reduction Program ([Policy 5-305](#))
- [Employee Benefits Overview](#)
  - [Employee Assistance Program](#) (EAP)
  - [Health](#) and [Dental](#) Insurance
    - [Flexible Spending Accounts](#)
  - [Life Insurance](#)
  - [Short-Term and Long-Term Disability Insurance](#)
  - [Accidental Death and Dismemberment](#)

## Leaves/Paid Time Off

- Leaves of Absences: Health-Related ([Policy 5-200](#))
  - Sick leave
  - Family Medical Leave Act (FMLA)
- Leaves of Absences: Non-Health Related ([Policy 5-201](#))
  - With Pay
    - Funeral Leave
    - Jury Duty
    - Military Training
  - Without Pay
    - Political Leave
    - Special Leave
    - Military Leave
- Faculty: Leaves of Absence ([Policy 6-314](#))
  - With Pay
    - Sabbatical
    - Administrative Leave
    - Academic Librarian Leave
    - Obligation to Return
  - Without Pay
    - Leave of Absence
    - Partial Leave with Partial Pay
- Faculty Parental Leave (with pay)
  - Faculty Parental Leave of Absence Policy & Form ([Policy 6-315](#))
  - School of Medicine Faculty Parental Leave Policy & Form ([Policy 8-002](#))
- Vacation Leave Policy ([Policy 5-301](#))
  - Only for faculty with 12-month appointments

## Retirement Program & Policies (University & Employee Funded)

- [Overview of programs](#)
- Retirement ([Policy 5-112](#))
- Early Retirement Incentive Programs ([Policy 6-306](#))
- Phased Retirement ([Policy 5-309](#))

## **Campus Resources / Activities**

- [Academic Outreach/Continuing Education](#)
- [Campus Recreation](#)
- [The Daily Chronicle \(Student Newspaper\)](#)
- [Eccles Health Sciences Library](#)
- [Health Care Facilities University Hospitals and Clinics](#)
- [Intercollegiate Athletics/Crimson Club \(Ute “Boosters”\)](#)
- [Kingsbury Hall](#)
- [KUER: University affiliated Public Radio](#)
- [KUED: University affiliated Public Television](#)
- [Libby Gardner Hall – Virtuoso Series](#)
- [Marriott Library \(Main\)](#)
- [The Museum of Fine Arts](#)
- [Olpin Student Union: Services Desk](#)
- [Pioneer Theater Company](#)
- [Pulse Newsletter for Health Sciences Employees](#)
- [Red Butte Garden](#)
- [SJ Quinney \(Law\)](#)
- [Student Health Services](#)
- [University Book Store](#)
- [University Guest House](#)
- [University Press](#)
- [The Utah Museum of Natural History](#)

## **Food Services**

- [Fort Douglas Heritage Student Union](#)
- [The Point Restaurant at the Huntsman Cancer Institute](#)
- [The Museum Café \(Utah Museum of Fine Arts\)](#)
- [Madsen Café \(SFEBB\)](#)
- [Hospital Cafeteria](#)
- [Dining Locations](#) on Campus