

# THE UNIVERSITY OF RHODE ISLAND

2019-2020

UNIVERSITY MANUAL

COORDINATOR:  
FACULTY SENATE OFFICE

THINK BIG  WE DO<sup>SM</sup>



## Preface

The Manual is created through the framework of shared governance between the university faculty and administration under the Rhode Island Board of Education. It is a source of information regarding the structure, rights, regulations, and practices that govern university life. The content of this Manual exists in a dynamic environment and is updated as changes are legislated or issued by presidential administrative action, as appropriate. The Manual is considered to be the official university policy document and, as such, takes precedence over other internal policy statements inconsistent or conflicting with the Manual.

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# Part I

## Statutes and Rules for the Government of the University

### Chapter 1 – The Board of Education, The Council on Postsecondary Education, and the President of the University

#### Board of Education

**1.10.10 Background.** On May 7, 1981, the Rhode Island General Assembly voted that public higher education in Rhode Island should be regulated by a body called “Board of Governors for Higher Education.” In 2012, the Rhode Island General Assembly voted that, beginning with 2013, the Board of Governors should be replaced by a Board of Education, in charge of all of public education in Rhode Island. *Administrative Report January 2017*

**1.10.11 Composition of the Board and Quorum Requirements.** The Board of Education is to consist of seventeen (17) public members appointed by the Governor with the advice and consent of the Rhode Island Senate. The Chair of the Governor’s Workforce Board, or designee, and the Chair of the Rhode Island Commerce Corporation, or designee, shall serve as non-voting, ex-officio members of the board. The Governor shall select from the appointed members a chairperson and vice chairperson. A quorum shall consist of nine (9) members of the board. A majority vote of those present shall be required for action. The Chair of the Board shall have no term and shall serve at the pleasure of the governor. *Administrative Report January 2017*

**1.10.12 Chief Responsibility of the Board.** According to its webpage (<http://www.ride.ri.gov/BoardofEducation/BoardMembers.aspx>, accessed 1/5/17), “The Board of Education is the chief policy-setting body overseeing K-20 education in Rhode Island. Through its designated powers and duties, the Board helps shape the course of public education to ensure that all of the state’s students receive the best possible education.” *Administrative Report January 2017*

#### Council on Postsecondary Education

**1.20.10 Background.** In June of 2014, the Board of Education voted to establish two separate sub-councils, one being the Council on Elementary and Secondary Education, the other being the Council on Postsecondary Education. The Council on Postsecondary Education is chiefly in charge of those matters relating to the University of Rhode Island for which university-internal approval is not sufficient. “The Council is an independent public corporation vested with the responsibility of providing oversight for the system of public higher education in Rhode Island. This system consists of three public institutions of higher learning, the University of Rhode Island (URI), Rhode Island College (RIC), and the Community College of Rhode Island (CCRI), along with the Office of the Postsecondary Commissioner. The Office of the Postsecondary Commissioner, which operates under the direction of the Commissioner of Postsecondary Education, is the administrative and research arm of the Rhode Island Council on Postsecondary Education.” (<https://www.riopc.edu/page/Council%20overview/>) *Administrative Report January 2017*

**1.20.11 Composition of the Council.** The Council on Postsecondary Education comprises eight members appointed by the Governor from the members of the Board of Education, to serve until their terms on the Board expire, and one non-voting student member appointed for a two-year term from one of the three public Rhode Island institutions of higher learning. The Council’s chair shall be appointed by the Governor from one of the eight voting members of the Council. In addition, the Chair of the Board of Education shall serve on the Council in an ex officio, non-voting capacity. (see RIGL §16-59-2). *Administrative Report January 2017*

**1.20.12 Chief Responsibilities of the Council.** The Council’s responsibilities include (for more details, see *Rhode Island General laws § 16-59-1 and § 16-59-4*): (1) It shall retain all authority formerly vested in the Board of Education regarding the employment of faculty and staff at the public higher education institutions. (2) It shall prepare and maintain a five (5) year funding plan for higher education that implements the strategic financing recommendations of the Board of Education. (3) It shall prepare with the assistance of the Commissioner of Postsecondary Education and to present annually to the State Budget Officer in accordance with *§ 35-3-4* a state higher education budget. Prior to submitting the budget to the State Budget Officer as required by the budget office instructions and this subsection, the Council shall

present the budget to the Board of Education for its review and approval. (4) It shall appoint and dismiss presidents of the public institutions of higher learning with the assistance of the Commissioner of Postsecondary Education, and to establish procedures for this, and with the assistance of the Commissioner to approve or disapprove vice presidents of the public institutions of higher learning appointed by the respective presidents of the public institutions of higher learning. (5) It shall delegate to the presidents of each public higher education institution the authority and responsibility for operational and management decisions related to their institutions, consistent with the goals of the statewide strategic plan for postsecondary education, provided however that the presidents may be required to provide information or updates to the council regarding any delegated operational or management decisions. Administrative Report January 2017

## **The President of the University**

**1.30.10 Presidential Powers—Shared Governance.** In 2014, the President of the University received authority over certain items that previously needed to be submitted for approval to the super-ordinated state body (Board of Governors, Board of Regents, etc.). The items over which the President now has authority include: “To create, and consolidate departments, divisions, programs, and courses of study within the university with the assistance of the commissioner of postsecondary education within the approved role and scope adopted by the council on postsecondary education pursuant to § 16-59-4” (See RI General Law § 16-32-2.1). The law stipulates, however, that this authority is to be exercised “consistent with shared governance practices, [and] in conformity with § 16-32-10,” which states that it “shall also be the duty of the president and a committee of the faculty, . . . to arrange courses of study conforming to all acts of Congress, and prescribe any qualifications for the admission of students and any rules of study, exercise, discipline, and government as the president and committee may deem proper.” For more than half a century, the committee of the faculty mentioned in this legislation has been understood to be the URI Faculty Senate. Administrative Report January 2017

## Chapter 2 – The Administration

**2.10.10 Channel of Authority.** The normal channel of authority from the Board of Education to the faculty, administration and staff of the University shall be through the President. All faculty members and administrative and other officers shall be responsible, through appropriate channels, to the President and only through him/her to the Board of Education.

**2.11.10 Administrative Officers and Staff.** The primary officers of administration shall be the President of the University, the Provost and Vice President for Academic Affairs, the Vice President for Administration and Finance, the Vice President for Research and Economic Development, the Vice President for Student Affairs, and the Chief Diversity Officer and Associate Vice President for Community, Equity, and Diversity. Administrative Report September 2015

**2.12.10** The Administrative Staff of the University shall comprise all full-time employees who are neither in the state classified service nor members of the faculty. This does not include those persons whose appointments are “for one year only” or “to complete current year only.”

**2.13.10 Succession.** During periods when the President is unavailable or incapacitated, and in the absence of specific action to the contrary by the Board of Education, the Provost and Vice President for Academic Affairs shall discharge presidential responsibilities as necessary.

**2.13.11** In the event that the Provost and Vice President for Academic Affairs also shall be unable to act, the Vice President for Administration and Finance shall do so. In further sequence, the responsibilities shall be assumed as follows: the Vice President for Research and Economic Development, and the Vice President for Student Affairs. Administrative Report September 2015

**2.13.12** The policy in this section (2.13.10 – 2.13.12) shall relate to functioning only and in no instance shall the title “Acting President” be used except by specific authorization of the Board of Education.

**2.14.10 Appointment of Administrative Officers.** Whenever an administrative officer position becomes vacant, there will be a search conducted by the department or division, in compliance with the Affirmative Action Hiring Procedures. The department or division head shall appoint a search committee. This committee shall be comprised of five to seven members of the academic community. Search committees for academic administrative positions and Vice Presidents shall include two faculty members appointed by the Faculty Senate. Search committees shall be appointed following University Affirmative Action guidelines. Committee membership may be enlarged when wider representation of interest is desirable. The appointment of the President is regulated by the Education Act of 1981. (see Appendix A section 1.6) #05-06-34

**2.14.20 Appointment of Vice Provosts, Associate and Assistant Vice Presidents, and Assistant and Associate Deans.** Whenever one of these positions becomes vacant, there will be an Affirmative Action Search conducted by the administrative unit in compliance with Affirmative Action hiring procedures. Administrative Report September 2015

**2.14.21** Under most circumstances, internal searches will be conducted. External searches may be conducted when the available pool is not sufficiently diverse or when a concerted effort is made to increase the number of underrepresented groups in these positions.

**2.14.22** The search committee shall be comprised of at least five members who are representative of the unit or of the faculty of the College. Each search committee shall also include appropriate staff and student representation. The search committee shall be appointed by the Provost and Vice President for Academic Affairs, Vice President or Dean of the College in consultation with the Director of Affirmative Action, Equal Opportunity and Diversity.

**2.14.23** The search process must be open with at least a two week posting period for internal searches and a reasonable and appropriate length of time for external searches.

**2.14.24** The search committee shall assemble a suitable list of candidates from the applicant pool, screen the candidates by reviewing their qualifications and make recommendations regarding the candidates to the Provost and Vice President for Academic Affairs, Vice President or Dean.

**2.14.25** Appointment shall be made by the Provost and Vice President for Academic Affairs, Vice President or Dean from a list of candidates recommended by the search committee.

**2.15.10 The President** shall be the Chief Administrative Officer of the University as provided in the rules and regulations of the Board of Education.

**2.20.10 The Provost and Vice President for Academic Affairs** shall serve as the Chief Academic Officer of the University with overall supervision for the teaching and research missions of the University and of the faculty. The Provost and Vice President for Academic Affairs shall serve as a member of the President's Senior Leadership Team. In addition, the Provost and Vice President for Academic Affairs shall (2.20.11 – 2.20.20):

**2.20.11** Have primary responsibility for academic planning, budget development and management, as well as promotion and tenure procedures for faculty members. Assess, modify or otherwise improve the University's existing academic personnel incentive system.

**2.20.12** Recommend long-range goals in academic areas, especially in research and curriculum, to ensure that the University is fulfilling its academic mission while continually adjusting to new intellectual currents in higher education.

**2.20.13** Act as Chief Executive Officer in the absence of the President.

**2.20.14** Act on behalf of the University in those matters not specifically designated to the vice presidents.

**2.20.15** Provide management and leadership in a coordinated program of teaching, research, and grants development.

**2.20.16** Act as chairperson of the Council of Deans. (Deans' Council, see 5.12.10 – 5.12.11)

**2.20.17** Work in conjunction with the Vice President for Student Affairs to ensure continuity between the faculty and student experience.

**2.20.18** Respond to faculty needs for appeals beyond the Deans' level and to faculty needs for clarity in the intellectual mission of the University.

**2.20.19** Be the authorizing agent for official travel by faculty as set forth in 10.30.11 and for the expenditure of funds for academic units.

**2.20.20** Provide oversight of the Honors Program (see 8.60.10 – 8.65.13 for description of program; and 4.33 of Faculty Senate By-Laws for duties). *Administrative Report September 2015, #18-19-32*

**2.20.21** In carrying out these responsibilities, the Provost and Vice President for Academic Affairs shall be assisted by the following (2.21.10 – 2.35.10):

**2.21.10 The Vice Provost for Academic Finances and Academic Personnel** shall be responsible for assisting with issues related to academic finances and resource allocation, personnel, strategic data and unit performance analyses, and linking budget process with strategic planning. The Vice Provost shall also be responsible for the Office of Institutional Research (see 3.44.10). *Administrative Report September 2015*

**2.22.10 The Vice Provost for Faculty Affairs** shall serve as a liaison between the University of Rhode Island faculty and the Office of the Provost, ensuring the faculty perspective is reflected in analyses and policies considered by the administration. These include academic matters between the Provost's Office and the faculty broadly and Faculty Senate more specifically, such as general education, program and curriculum development, faculty development, assessment, and academic regulations and policies. The Vice Provost for Faculty Affairs also oversees the University's global education strategies, programs, and partnerships, including recruitment of and support for international students, and support for faculty who engage in global education and research. The Vice Provost for Faculty Affairs, along with the other Vice Provosts, shares responsibility for advancing diversity and equity by promoting a community spirit, a climate of respect and fairness, and curricular transformation that reflects multicultural perspectives. *Administrative Report September 2015*

**2.22.11** The Vice Provost shall serve as the primary representative of the Office of the Provost in the absence of the Provost and Vice President for Academic Affairs.

**2.22.12** In carrying out these responsibilities, the Vice Provost shall be assisted by the following (2.22.20 – 2.22.40):

**2.22.20 The Director of the Office for the Advancement of Teaching and Learning** who shall be responsible for providing leadership, support and vision for the advancement of teaching and learning with special emphasis on faculty development, curricular enhancement, and pedagogical advancements related to learning outcomes and assessment, online pedagogy, and teaching with technology.

**2.22.21** In carrying out the responsibilities outlined above, the Director shall be assisted by an Assistant Director of Student Learning, Outcomes Assessment and Accreditation, two Assistant Directors of Online Education, and two Assistant Directors of Faculty Development.

**2.22.30 The Special Assistant to the Provost for Global Strategies and Academic Partnerships**, who leads the strategic planning, development, implementation, and monitoring of global education and partnership programs; identifies opportunities for global partnerships in collaboration with colleges; coordinates with Admissions and the Graduate School on international recruitment strategies; and assists faculty in developing international partnerships and networks. The Special Assistant also serves as liaison for partnerships with English language and pathway programs and the Fulbright Program.

**2.22.40 The Director of the Office of International Education and National Student Exchange**, who oversees the immigration process and compliance with the Department of Homeland Security; provides advice and training to assist with campus internationalization goals; oversees global exchange programs, faculty led international programs, and the English Language Studies (ELS) program; coordinates with Enrollment Services on the advancement of globalization through policy and processes; and coordinates with the Office of Legal Counsel on memoranda of understanding for global partnerships and exchanges. Administrative Report September 2015

**2.23.10 The Vice Provost for Enrollment Management** shall provide leadership, support, information and analysis in the areas of student recruitment, financial aid and scholarships, and persistence toward graduation as part of an effort to integrate enrollment planning, student success, and shall report to and receive recommendations from the Faculty Senate and the community on a biannual basis. Administrative Report September 2015 Administrative Report January 2017

**2.23.11** In carrying out these responsibilities, the Vice Provost shall be assisted by the following (2.23.20 – 2.23.40): #18-19-34

**2.23.20 The Dean of Admissions** shall plan and develop enrollment goals and management policies related to recruitment, admission, enrollment, and retention of undergraduate students; shall manage the staff and administer the budgets of the Office of Undergraduate Admissions; shall prepare and evaluate plans and statistical reports on admissions, enrollment and retention; and shall serve as the spokesperson for the University in these matters.

**2.23.30 The Director of Enrollment Services** shall provide overall vision and leadership for the Office of Enrollment Services; assure appropriate coordination of processes within the Office and establish short- and long-range plans for the integration and delivery of enrollment services, and establish budgetary priorities and advocate for the office in the budget process.

**2.23.31** The Director shall manage and be responsible for the collection and deposit of all University receipts, including student fees, grant and contract revenues, student aid revenues and miscellaneous income.

**2.23.32** The Director shall manage all aspects of registration, student academic records, and faculty services functions.

**2.23.33** The Director of Enrollment Services shall administer federal, state, institutional, and private programs of student financial assistance in the areas of loans, grants, and scholarships.

**2.23.34** In carrying out the responsibilities outlined above, the Director of Enrollment Services shall be assisted by Senior Associate Directors.

**2.23.40 The Assistant Director of Summer Session and Winter J-Term** shall collaborate with department and program chairs to facilitate summer and winter course offerings, including directed and independent studies, to meet the needs of students. The Assistant Director shall manage the Summer Session budget. #18-19-34

**2.24.10 The Chief Information Officer** (formerly Vice Provost for Information Technology Services) shall be responsible for planning, coordination, and leadership for the University's academic and administrative information resources including, but not limited to, all units of the Office of Information Technology Services. Responsibilities include oversight of Media and Technology Services and the University Computing Systems, including budget development, personnel management, and supporting the University's work with its academic and community partners. (see 3.43.10 – 3.43.11) *Administrative Report September 2015*

**2.24.11** In carrying out these responsibilities, the Chief Information Officer shall be assisted by the following:

**2.24.20 The Director of Media and Technology Services** shall oversee customer-facing support and end-user services to students, faculty and staff for major administrative and academic computing systems and applications.

**2.24.30 The Director of University Computing Systems** shall oversee support of the University's major computing systems and services intrinsic to running a comprehensive and robust university network.

**2.24.40 The Associate Director for URI Information Security** shall oversee protection of the University's information resources from both internal and external threats through application of security best practices to ensure the confidentiality, integrity and availability of the University's information resources. *Administrative Report September 2015*

**2.25.10 The Dean of University Libraries** shall be responsible for planning, coordination and leadership for the University's Libraries (see 3.42.10 – 3.42.11).

**2.26.10 Dean of the Alan Shawn Feinstein College of Education and Professional Studies** shall provide executive leadership and coordination for all programs and facilities associated with the Alan Shawn Feinstein College of Education and Professional Studies and the University's urban programs and initiatives, and serve as the principal advocate for advancing the University's role as a federally designated Urban Grant University. (see also 3.40.10 – 3.40.14)

**2.27.10 The Dean of the Graduate School** shall be responsible for the University's graduate education programs. He/she shall administer and enforce the regulations pertaining to the conduct of graduate work and the granting of graduate degrees, administer the executive office of the Graduate School, coordinate the development and design of new programs, and serve as an advocate for graduate studies. The Dean shall be responsible for promoting diversity in the University's graduate education and provide a compelling voice for the University's graduate studies to both internal and external constituencies. (see 3.30.10-16)

**2.30.10 The Deans of the Colleges** (see 3.20.10 – 3.20.11 for duties)

**2.32.10 The Dean of the Graduate School of Oceanography** (see 3.31.11 for duties)

**2.35.10 The Dean of the University College for Academic Success #2013-14-12B** (see 3.21.21 – 3.21.23 for duties)

**2.39.10 The Ombudsman** shall investigate complaints from members of the University community – students, faculty, and administrative personnel – that they have been unfairly dealt with in the normal channels of administrative process. The Ombudsman's office is not intended to replace those normal channels. The services of the Ombudsman are an exceptional administrative procedure to be used only when the normal channels do not adequately respond.

**2.39.11** The Provost and Vice President for Academic Affairs and the Faculty Senate Executive Committee shall jointly nominate a full-time, tenured faculty or an emeritus faculty for the post of Ombudsman and shall submit the name of a nominee to the Faculty Senate for confirmation, no later than May 1st of the year in which the Ombudsman's term is to begin.

**2.39.12** The Ombudsman shall serve for a period beginning the day after Commencement following his/her election and ending one week before registration, approximately 27 months later. There shall be no limitation on the number of times a person is elected to the office. The Ombudsman shall serve on a year round basis during his/her term of office. An

Ombudsman who is on academic year appointment shall recontract for the summer under the terms governing department chairpersons. During the transition between the confirmation of his/her successor in May and his/her termination, the outgoing Ombudsman will be responsible for processing cases originating before Commencement in his/her terminal year. His/her successor will be responsible for processing cases, which originate after Commencement and those cases, which remain unresolved as of one week before registration. Close cooperation between the outgoing and succeeding Ombudsman during the period of transition is expected.

**2.39.13** The Areas of Responsibility of the Ombudsman are Equity, Critical Review, and Recommendations and Report.

**Equity:** to help individuals or groups in specific cases to get just and equitable treatment. In securing equity, the Ombudsman shall: afford full opportunity for presentation in confidence of any complaint or grievance from any student, faculty member, or member of the administrative staff alleging unfairness, discourtesy, undue delay, or other malfunctioning in any and all processes at the University of Rhode Island; investigate, in confidence, to determine the degree of validity of the complaint; and mediate or otherwise resolve the problem, arriving in confidence at what appears to him/her to be a just resolution (in the dismissal of the complaint, or in recommended action based on the verified complaint). (The Ombudsman will not be expected to concern him/herself with the normal operations of established grievance processes or disciplinary procedures contained in the University Manual, except that s/he may, on the basis solely of his/her own judgment, inquire into possible bias or malfunction in any of those proceedings, and make a confidential report thereon to the office of the President and to the Chairperson of the Faculty Senate).

**Critical Review:** to help administrative functionaries (whether connected with Student Government or with faculty or administrative offices) to improve their processes, not only correct a particular inequity or injustice but also to prevent its recurrence. In carrying out this function the Ombudsman shall: be receptive to all suggestions, comments and criticism regarding the general functioning of University processes and procedures (as distinguished from individual grievances or complaints of inequity); make appropriate inquiries; make recommendations in confidence to the administrative officer who heads the particular unit involved; and report to the office of the President and to the Chairperson of the Faculty Senate as to the disposition of the recommendation.

**Recommendation and Report:** on the basis of inquiry and experience to recommend such changes in procedure and practice as may seem to him/her to be appropriate, and to make a final public report of his/her actions. In fulfilling this function, the Ombudsman shall: in addition to any recommendations submitted in connection with the foregoing functions, from time to time, make such reports and recommendations as s/he deems wise, directly to the office of the President and to the Chairperson of the Faculty Senate, with such substantiation as may be appropriate and prepare an annual report reviewing and evaluating the activities of his/her office during the year, the report to be distributed to the general faculty, the members of the Student Senate, and deans, directors and department heads. In addition to the annual report, the Ombudsman shall periodically publish in appropriate campus media information on University regulations and suggestions regarding their application.

**2.39.14** The Primary Task of the Ombudsman shall be to serve as a confidential investigator in any specific case of alleged inequity, unfairness, or maladministration. In carrying out this task, s/he shall be an impartial spokesperson, both to the person making the complaint and to the person(s) against whose performance the allegation is brought. The Ombudsman may inquire at the office or other location where the offense is alleged to have been committed, shall be given access to all relevant guidelines, principles, rules, regulations, and similar data, and shall be given access to relevant aspects of the case. S/he shall enjoy the complete cooperation of the faculty, administrators or students against whom complaints have been brought. S/he shall receive complete and courteous cooperation from any complainant. S/he shall carry out his/her work in privacy, and with full respect for the rights and immunities of all parties. All records, correspondence, and communications in the office of the Ombudsman shall be kept in a locked file under sole control of the Ombudsman.  
Administrative Report September 2015

**2.39.15** Having completed his/her inquiries s/he shall make such disposition of each case as, in his/her sole judgment, is best. S/he may dismiss the charges as without foundation or merit. S/he may recommend corrective action to achieve justice or equity in the particular case. S/he shall determine the question of equity and fairness not on the basis of opinion or bias or preference, but on the basis of whether or not the rules, guidelines and other governing statutes have been followed honestly and fairly without undue delay. If s/he finds that a particular rule or regulation or statute is itself unfair or makes for inequity, s/he shall convey that finding to the office of the President and to the Chairperson of the Faculty Senate; but s/he shall not at the same time make a finding against an individual who has faithfully adhered to the guidelines then governing the case. Should the Ombudsman arrive at conclusions which are critical of the operations and practices of the office of the President, or of the Presidential disposition of cases duly reported by the Ombudsman to the President, s/he shall so inform the President; and if there is no resolution of the problem which is satisfactory to him/her

the Ombudsman may take the matter directly to the Chairperson of the Board of Education, informing the President before s/he does so.

**2.39.16 Powers of the Ombudsman shall include:** access to all records pertinent to any allegation of inequity or injustice or other grievance coming under his/her jurisdiction; the right to inquire of any officer of instruction or of administration, or of any member of the clerical and custodial staffs, or of any student, in connection with his/her proper inquiries and to receive full and complete answers; the right to mediate or otherwise arrive at a compromise or to arrive at his/her own proposal for solution of the problem at hand; the right to present his/her recommendations for solution to the parties involved and to report such recommendations to the supervisory officers of the person(s) involved and to the office of the President and to the Chairperson of the Faculty Senate; and having completed the foregoing process in confidence the right to make a final public report on the matter.

**2.39.17** The Ombudsman shall be provided with office facilities by the Provost and Vice President for Academic Affairs including part-time secretarial help.

**2.39.18 Compensation and Release Time.** If the nominee is a full-time faculty member, his/her teaching and/or research load shall be adjusted in consultation with his/her departmental chairperson, his/her dean, and the Provost and Vice President for Academic Affairs. Every effort shall be made to reduce his/her teaching and research load appropriately and professional expectations for accomplishment in these areas shall reflect this commitment to the position of Ombudsman. S/he shall be free of all committee assignments, student advising and other similar duties, during his/her term of office. The faculty member's department shall be provided with replacement funding from the Provost and Vice President for Academic Affairs to the extent of one course per semester. Any additional release time for a full-time faculty member, shall be negotiated by the nominee with the Provost and Vice President for Academic Affairs before Faculty Senate confirmation. The summer retainer and any compensation for an emeritus faculty member shall be provided by the Provost and Vice President for Academic Affairs.

**2.39.19 Student Assistant.** The Ombudsman shall be assisted by a student appointed by the President by July 1 each year in accordance with the procedure outlined below. In March of each academic year, the Student Senate and Graduate Student Association shall conduct searches for their nominees to the position of Student Assistant to the Ombudsman. The searches shall be conducted in a manner established by each organization. The names of no more than three nominees from each group shall be forwarded to the current Ombudsman by April 15. Finalists for the position shall be interviewed by a committee composed of the Ombudsman and a representative of the Provost and Vice President for Academic Affairs. The committee shall be convened by the Ombudsman and shall make its recommendation to the President no later than June 15. The Ombudsman's Student Assistant shall perform his/her duties in consultation with and under the direction of the Ombudsman, shall serve a one-year term, and shall be eligible to succeed himself/herself without a search. The Ombudsman's Student Assistant shall receive a stipend of \$1000 per semester, to be paid by the University. #03-04-23

**2.39.20 Conflict of Interest.** If a complaint to the Ombudsman in any way compromises the objectivity of the Ombudsman in handling the case, a past Ombudsman may be called upon to serve on an ad hoc basis. This arrangement shall be mutually agreed upon by the Ombudsman, the Chairperson of the Faculty Senate and the past Ombudsman concerned. Administrative Report September 2015

**2.40.10 The Vice President for Administration and Finance** shall be responsible for the financial, personnel, labor, construction, security and safety activities of the University and for all matters concerning its development, operation, property, and plant. The Vice President shall serve as a member of the President's Senior Leadership Team. Administrative Report September 2015

**2.40.11** In carrying out these responsibilities the Vice President shall be assisted by the following (2.41.10-2.49.10):

**2.41.10 The Assistant Vice President for Business Services** shall be responsible for administering and directing the business and support service functions for the University's campuses, and shall be responsible for the following (2.41.11 – 2.41.15):

**2.41.11 The Director of Facilities Services** shall be in charge of maintenance and repair, cleaning and upkeep of campus facilities, grounds, major systems and automobile fleet, and shall oversee the heating plant, all capital projects and the development and construction of new and existing facilities, and shall supervise the University Stores operations which includes warehouse, supply office, custodial, automotive and trade shop supplies.

**2.41.13 The Director of Public Safety** shall be responsible for matters of physical security and the administration of University Police and Security; Parking and Transportation Services; Environmental Health and Safety, including occupational health, industrial hygiene, hazardous materials, chemical, radiological and biological safety; Fire and Life Safety, including inspection, code compliance and alarm services; Emergency Management and Homeland Security; communication systems, and administrative fiscal, clerical support and technical services. Administrative Report September 2015

**2.41.14 The Director of Purchasing** shall procure the goods and services needed for the operations of the University.

**2.41.15 The Director of Property and Support Services** shall supervise the property department, as well as central receiving, postal and printing services.

**2.41.16 The Director of Capital Projects** shall be responsible for overseeing the development of all new buildings and other capital projects in conjunction with the University Campus Master Plan.

**2.41.17 The Director of Campus Planning and Design** shall be responsible for planning and design of campus physical improvements, new construction and renovation projects of buildings, utilities and landscape, space planning and maintenance of University's aesthetic and functional objectives, including longevity, sustainability, functionality and architectural appropriateness. Administrative Report September 2015

**2.42.10 The Assistant Vice President for Human Resources and Director of Labor Relations** shall be responsible for the development and improvement of employment at the University and shall direct change in the reporting systems of employee records, as well as be in charge of maintaining the collective bargaining agreements between the Board of Education and the Unions representing University employees.

**2.42.11 The Director of Personnel Services** shall be responsible for all aspects of the personnel services functions for University employees, including recruitment and placement, personnel records administration, benefits, classification, and employee relations.

**2.44.10 The Director of Budget and Financial Planning** shall be responsible for preparing the University budget for presentation to the Board of Education and the State of Rhode Island, for developing in-house allocations to all cost centers, for monitoring levels of actual expenditure to prescribed allotments, for projecting the financial status of the University, and for developing financial inputs into academic programs.

**2.45.10 The Controller** shall be responsible for establishing, coordinating and maintaining through authorized management an integrated plan and system for the control of financial operations in accordance with operating policies, and shall be responsible for the following (2.45.11):

**2.45.11 The Associate and Assistant Controllers** shall be responsible for the design and maintenance of internal fiscal controls and the analysis and reporting of financial data, including the University-wide annual audit. In addition, they shall be in charge of the recording and reporting of financial transactions and the management of cash flow forecasting and cash management. Administrative Report September 2015

**2.48.10 The Internal Auditors** shall be responsible for review of institutional policies and procedures, financial audits of University programs, and determination of compliance.

**2.49.10 The Director of the W. Alton Jones Campus** shall be responsible for managing and directing the business and the assignment of conference and environmental education facilities at the W. Alton Jones Campus.

**2.50.10 The Vice President for Research and Economic Development** shall serve as the Chief Research Officer of the University with overall supervision for the research and economic development missions of the University and shall serve as a member of the President's Senior Leadership Team. Administrative Report September 2015

**2.50.11** The Vice President shall be responsible for the research programs and economic development initiatives and be an advocate for the University's outreach activities. He/she also is responsible for facilitating ongoing academic research opportunities, strengthening research infrastructure, nurturing research ideas and initiatives and management of the URI Research Foundation. The Vice President shall be responsible for promoting diversity in the University's research

enterprises and provide a compelling voice for the University's research and outreach activities to both internal and external constituencies.

**2.50.12** The Vice President shall, with the assistance of staff, sign on behalf of the University, applications for research grants and contracts for outside agencies, federal, state, local or private; shall be in charge of reporting and recording research grants and contracts; serve on the University Research Council and, in that capacity, maintain files of the council, accept applications for committee grants and notify applicants of committee action relative to applications; maintain current files on federal, state, local and private foundations or granting agencies to which University personnel seeking funding for research projects might apply, and, as they may desire, consult with and advise staff members on the processing of applications; review and grant clearance for distribution of research questionnaires designed by faculty or students for off-campus use; keep current and distribute sets of the University Research Facilities Inventory; maintain an information file for the use of faculty or staff members in matters of patent or copyright policy or application; and act as a liaison officer in matters pertaining to the general research policy.

**2.50.13** The Vice President shall have oversight of the University of Rhode Island Research Foundation and serve as an *ex officio* member of the Board of Directors (see 3.50.10 – 3.50.21). *Administrative Report September 2015*

**2.60.10 The Vice President for Student Affairs** shall be responsible for integrating within the academic goals of the University the broad range of programs and activities that constitute the life of the student outside the classroom and for assuring that each student has the opportunity for a fully integrated and absorbing educational experience, including the cultural, social, academic and recreational aspects. In addition, the Vice President shall be responsible for guiding and coordinating the fiscal management and programs of the student service auxiliary enterprises. The Vice President shall serve as a member of the President's Senior Leadership Team.

**2.60.11** The Vice President shall have administrative responsibility for the Memorial Union Advisory Council, the Student Health Advisory Council, the WRIU Advisory Committee, and the Student Rights and Responsibilities Committee (see 5.73.10 – 5.73.13). In carrying out these responsibilities, the Vice President shall be assisted by the following (2.61.10 – 2.73.10). *Administrative Report September 2015*

**2.61.10 The Assistant Vice President for Student Affairs and Dean of Students** shall be responsible for providing programs and services to meet the needs of student subgroups such as commuter students, graduate students, older students, students with disabilities, and women students; advising student organizations which represent these subgroups; substance abuse prevention; coordinating the University Judicial System; and serving as University compliance officer for the Family Educational Rights and Privacy Act.

**2.62.10 The Assistant Vice President for Student Affairs and Director of Housing and Residential Life** shall serve as the university's emergency response officer and coordinate professional development programs and budgets for the Division of Student Affairs and shall be responsible for the management of the residence halls.

**2.63.10 The Administrator of the University Bookstores** shall manage the University Bookstores.

**2.64.10 The Administrator of Dining Services** shall be in charge of the dining halls for students, the catering service, and the Memorial Union Food Services.

**2.66.10 The Director of the Memorial Union and Student Involvement and the Center for Student Leadership Development** shall be responsible for the overall management of the Memorial Union as an integral part of the University's educational mission; supervising its services and facilities through coordination of physical, financial, and personnel resources; coordinating non-athletic co-curricular campus activities; advising all student organizations concerning their student activity programming needs; maintaining a master calendar of activities and facilities for non-academic events; and working closely with the Memorial Union Board of Directors, the Memorial Union Advisory Council, and the Student Center for Student Leadership Development. *Administrative Report September 2015*

**2.67.10 The Director of Health Services** shall maintain the health, safety and well-being of the students; direct the University Health Services; cooperate with all divisions of the University in maintaining the health and safety of the campus environment and assist in developing programs of education in prevention and intervention. Appropriate medical service shall be provided for students and emergency medical care for any person on campus.

**2.67.11** The Director shall be assisted by the Director of Clinical Services who shall formulate and administer clinical policies.

**2.68.10 The Director of the Counseling Center** shall administer a comprehensive mental health program for a diverse student population including short-term personal counseling, group counseling, and educational outreach programs and shall develop programs and workshops for University students and staff on human development and mental health issues, as appropriate.

**2.72.10 The Director of Special Programs for Talent Development** shall be responsible for recruiting students for Talent Development and providing academic support services and programs for Talent Development students.

**2.73.10 The Manager of Conference and Special Program Development** shall be responsible for the promotion and operation of conferences and special programs and shall do so in cooperation with other University departments as appropriate. Administrative Report September 2015

**2.75.10 The University Chaplains**, although not administratively responsible to the Vice President for Student Affairs, shall be expected to maintain cooperative relations with the Vice President's office.

**2.80.10 The University of Rhode Island Foundation President** shall be responsible to the University Foundation Board of Directors to conduct the business of the Foundation, including fundraising and endowment management operations. The URI Foundation President shall serve as a member of the President's Senior Leadership Team. Administrative Report September 2015

**2.80.20 The Executive Director of Alumni Relations** shall direct the alumni office, supervise alumni publications, promote the alumni program in the field; maintain alumni records and mailing lists and work with class officers on plans and programs for reunions and other alumni events; organize and strengthen alumni clubs and their programs; promote with undergraduate groups an understanding of Alumni Association objectives. The Director shall work with the President of the University, and serve as liaison for the URI Foundation and the Alumni Association Board. Administrative Report September 2015

**2.80.30 The Executive Director, External Relations and Communications** shall report to the President and, as a member of the President's Senior Leadership Team, shall serve as a senior communications advisor to President's Senior Leadership Team regarding public issues. The Director shall be responsible for university relationships with external stakeholders, including Chambers of Commerce, opinion leaders, civic groups, and others as well as for the offices of Communications and Marketing and Publications and Creative Services, publications such as *QuadAngles*, and the University's Speakers Bureau. Administrative Report September 2015

**2.82.10 The Chief of Staff to the President** shall report to the President and provide executive level support to the President as a member of the President's Senior Leadership Team and shall serve as liaison for the President with the following: the Vice Presidents and members of the senior leadership team, the URI Foundation; the URI Alumni Association, the Council of Postsecondary Education, and the Board of Education. The Chief of Staff shall be responsible for the overall management of the Office of the President as well as the Office of Public Programming and Special Events. Administrative Report September 2015

**2.83.10 The Director of Athletics** shall report to the President and shall be responsible for men and women's intercollegiate athletics, and as the coordinator of athletic facilities, shall be responsible for the management of facilities and equipment. The Director is a member of the President's Senior Leadership Team. Administrative Report September 2015

**2.84.10 The General Counsel** shall provide legal services to the President and his staff, represent the President and the university before boards, commissions, and courts as necessary, and such other duties as the President may assign. Administrative Report September 2015

**2.85.10 The Chief Diversity Officer and Associate Vice President for Community, Equity and Diversity** shall work as part of the senior leadership team; lead the effort to integrate diversity, equity, and community into the University's core mission, vision, and strategies; serve as a member of the President's Senior Leadership Team; advise and inform the President on all issues related to diversity, equity, and the development and sustenance of a vibrant and diverse community of students, staff, and faculty throughout the University; interface regularly with all Vice Presidents and all

divisions to ensure that active and viable diversity and community initiatives are being developed and implemented in all divisions. The Chief Diversity Officer shall be assisted by the following (2.85.20 – 2.85.70): Administrative Report September 2015

**2.85.20 The Director of Affirmative Action, Equal Opportunity and Diversity** shall serve as an educator and spokesperson for the University regarding issues of affirmative action, equal opportunity and diversity. The director shall develop, implement, supervise and monitor affirmative action and equal opportunity programs in compliance with state and federal regulations, Board of Education policy, and the University's goals to enhance diversity within the University community. In carrying out these responsibilities, the Director shall be aided by an Assistant Director. Administrative Report September 2015

**2.85.30 The Director of the Women's Center** shall develop programs, services and activities for the University of Rhode Island Women's Center. The Director shall provide leadership in promoting equitable education and access for women students and shall provide programming in support of women students, faculty and staff. In carrying out these responsibilities, the Director shall be aided by an Assistant Director. Administrative Report September 2015

**2.85.40 The Director of the URI Gender and Sexuality Center** shall coordinate and direct University-wide services and programs for the LGBTQ community. The Director shall be responsible for the Gender and Sexuality Center and the development of the Center's programs, policies and practices. Administrative Report September 2015

**2.85.50 The Director of Multicultural Student Services** shall be responsible for programs and services to multicultural students and the management of the multicultural center. In carrying out these responsibilities, the Director shall be aided by an Assistant Director. Administrative Report September 2015

**2.85.60 The Director of Community and Organizational Development** shall be responsible for providing leadership, assessment and organizational development relating to cultural change, diversity and strategic management; develop mentoring programs for faculty, staff and students; develop collaborative initiatives and programs that enhance a sense of community and create and implement educational programs that enhance multicultural competencies. Administrative Report September 2015

**2.85.70 The Director of Faculty and Staff Recruitment and Retention** shall be responsible for developing and managing diversity initiatives to recruit, retain, and create a welcoming work environment for diverse employees; develop strategies to provide support and direction to search committees in order to attract diverse candidates; establish local, national, and international recruitment networks to identify outstanding diverse candidates. Administrative Report September 2015

## Chapter 3 – The Colleges, Schools and Divisions of the University

**3.10.10** The University of Rhode Island comprises nine colleges, the Graduate School, the Graduate School of Oceanography, and other ancillary research and extension services. The Academic Health Collaborative comprises the College of Health Sciences, the College of Nursing, the College of Pharmacy, an Office of Shared Services, and the Institute for Integrated Health and Innovation. #14-15-27C #16-17-21

**3.20.10 The Academic Deans.** The dean of each college, school and division shall be responsible for effective administration of his/her administrative unit; promote its academic efficiency by every approved means; give attention to the programs of study, their purposes and content, the effectiveness of instruction, the counseling of students, the supervision of the faculty and the development of an effective research environment; recommend to the Provost and Vice President for Academic Affairs persons for appointment, dismissal or other change in status; and prepare a budget of estimated receipts and expenditures for his/her administrative unit for the ensuing year and, after it has been approved, administer it.

**3.20.11** The dean of each college may have the consultation and advice of appropriate faculty committees.

**3.20.12** The dean of the college in which the Director of the Water Resources Center serves as a faculty member will have the administrative responsibility of the Center.

**3.20.13 The Director of the Rhode Island Water Resources Center** has the responsibility for technical and financial operations of the Center, which is the state institute for research and training in all phases of water resources; and is chairperson of the Water Resources Coordinating Committee.

**3.21.10 The Department Chairperson** shall have administrative responsibility for the program of the department under the dean of his/her college; cooperate with department members in planning and developing policies and programs; evaluate the instructional, research and administrative processes of the department and make recommendations to the dean; evaluate periodically the department members and report the evaluations as required; recommend appointments, reappointments, promotions and dismissals of department members; insure that adequate supervision, advice and training are provided to new department members and others who might profit therefrom; generally promote the welfare of the department and the University by every appropriate means; and carry out such other duties as are set forth elsewhere in the University Manual.

**3.21.11 The College of Arts and Sciences** comprises the following schools, departments, and programs:

- **Arts and Design:** Departments of Art and Art History (#05-06-23), Landscape Architecture (#07-08-11) (#14-15-24D), Music, Theatre
- **Humanities:** Departments of English, History, Modern and Classical Languages and Literatures, Philosophy
- **Harrington School of Communication and Media** (#07-08-10):

Departments of Communication Studies, Journalism, and Writing and Rhetoric (#09-10-30)  
Graduate School of Library and Information Studies  
Public Relations Program  
Film/Media Program

- **Social and Behavioral Sciences:** Departments of Economics, Military Science and Leadership (#05-06-23), Political Science, and Sociology and Anthropology  
Africana Studies Program, Criminology and Criminal Justice Program, Gender and Women's Studies Program
- **Natural and Quantitative Sciences:** Departments of Chemistry, Computer Science and Statistics, Mathematics, and Physics

#16-17-21

**3.21.12 The College of Business** (#17-18-26D), which also includes:

- Department of Textiles, Fashion Merchandising, and Design #15-16-15D
- Schmidt Labor Research Center #16-17-2C

#16-17-21

**3.21.13 The College of Engineering** comprises the following departments:

- Chemical Engineering
- Civil and Environmental Engineering
- Electrical, Computer, and Biomedical Engineering (#05-06-28)
- Mechanical, Industrial, and Systems Engineering (#08-09-24)
- Ocean Engineering

#16-17-21

**3.21.14 The College of Health Sciences** comprises the following departments (#14-15-27C):

- Communicative Disorders
- Human Development and Family Studies
- Kinesiology (#03-04-11) (#03-04-13)
- Nutrition and Food Sciences (#14-15-27C)
- Physical Therapy (#05-06-16)
- Psychology (#14-15-27C)

#16-17-21

**3.21.15 The College of Nursing**

**3.21.16 The College of Pharmacy** comprises the following departments:

- Biomedical and Pharmaceutical Sciences (#03-04-18)
- Pharmacy Practice

#16-17-21

**3.21.17 The College of the Environment and Life Sciences** comprises the following departments:

- Biological Sciences (#04-05-10)
- Cell and Molecular Biology
- Environmental and Natural Resources Economics
- Fisheries, Animal and Veterinary Science
- Geosciences
- Marine Affairs
- Natural Resources Science
- Plant Sciences & Entomology

#16-17-21

**3.21.20 The University College for Academic Success.** All undergraduate students who have not successfully completed at least 24 credits, except those licensed, registered-nurse students enrolled to obtain the BS degree in Nursing, shall be enrolled in this college. Students who have indicated a preference for a particular professional college before the completion of 24 credits shall be considered to be enrolled in the college as well as in the University College if professional licensing or financial support requirements make this desirable. #2013-14-12B

**3.21.21** The Dean of University College for Academic Success shall have administrative responsibility for the University College (including New Student Programs and the Academic Advising program for Athletes), for non-matriculating undergraduate students on the Kingston campus (see 8.19.11) and for the following special academic programs: the Office

of Internships and Experiential Education, the Learning Assistance Center, the National Student Exchange and the Office of International Education. #2013-14-12B

**3.21.22** In carrying out these responsibilities, the Dean shall have appropriate administrative assistance including an Associate Dean and an advising staff composed of faculty members from the various URI colleges who shall serve part-time as special area advisers and an advising staff composed of faculty members from the various URI colleges who shall serve part-time as special area advisers. Nine hours a week shall normally be considered a part-time advising load. Advisers shall be assigned to this activity by the dean of their permanent college after approval by the Dean of the University College for Academic Success. No faculty member shall be required to act as an adviser either as part of his or her regular load or as an overload without his or her consent. Appropriate adjustments in the individual's University responsibilities shall be made to permit effective performance of the advising function. The dean of each undergraduate college in consultation with department chairperson shall provide the University College with sufficient advisers to cover all areas of undergraduate concentration offered by that college. #2013-14-12B

**3.21.23** The advising staff as described in 3.21.22 shall comprise the voting faculty of the University College for Academic Success. #2013-14-12B

**3.30.10 The Graduate School.** The University offers programs leading to Master of Arts or Science degrees, professional master's degrees and the Doctor of Philosophy degree, in cooperation with the colleges. #16-17-18

**3.30.11** The Dean of the Graduate School shall have primary responsibility for administering the policies and procedures of graduate study.

**3.30.12** The Dean is a member of the Graduate Faculty per 4.70.10 and shall be a non-voting *ex officio* member of the Graduate Council. The Dean shall be the executive officer of the Graduate Faculty. #19-20-30

**3.30.13** The Dean shall transmit to the Faculty Senate actions of the Graduate Council and/or Graduate Faculty, as specified in Sections 5.65.30-5.65.37, requiring its approval; administer and enforce regulations pertaining to the conduct of graduate student work and the granting of graduate degrees and certify to the Graduate Council the names of students who have satisfied requirements for degrees; administer the executive office of the Graduate School, maintain appropriate records, prepare the annual budget, make regular reports to the President and to the Graduate Faculty on the condition of the Graduate School; and perform other related duties necessary for the effective functioning of the Graduate School. #19-20-30

**3.30.14** Early in each academic year, the Dean shall update the list of the Graduate Faculty members, per 4.70.10, and shall coordinate and administer University graduate fellowship and scholarship programs. #16-17-18, #19-20-30.

**3.30.15** In carrying out these responsibilities the Dean shall be assisted by the following (see 3.30.16):

**3.30.16** The Associate Dean of the Graduate School shall perform the duties of the Dean of the Graduate School during the absence of the Dean and such other duties as are delegated by the Dean.

**3.30.17** The Assistant Dean of Graduate Recruitment and Diversity Initiatives shall develop recruitment and retention initiatives to attract and provide support for a diverse population of graduate students and collaborate with departments and colleges to facilitate graduate student success. #16-17-18

**3.31.10 The Graduate School of Oceanography.** Instruction in this school shall be limited to graduate study. The research program shall include both basic and applied studies in the several disciplines of oceanography and marine biology.

**3.31.11** The Dean of the Graduate School of Oceanography shall be responsible for the administration of the school.

**3.40.10 The Alan Shawn Feinstein College of Education and Professional Studies** is a two-campus college that shall provide educational opportunities for traditional students direct from high school and adult students who have had some or no college experience with undergraduate courses, and students currently in the workforce who want to retrain or enhance their skills through graduate and certificate programs. It comprises the following units:

- School of Education (Kingston campus)

- School of Professional and Continuing Studies (Providence campus), including the Bachelor of Interdisciplinary Studies
- Office of Strategic Initiatives (both Kingston and Providence campuses) #15-16-15D

#16-17-21

**3.40.11** removed #18-19-34

**3.40.13** The Dean of the Alan Shawn Feinstein College of Education and Professional Studies shall be the administrative authority for offerings of any approved course in the college, including all courses for credit such as seminars, special problems and workshops and including conferences, institutes, short courses and in-service courses off-campus. Professors are not authorized to make individual arrangements for special courses without the approval of the academic deans of colleges concerned and of the Dean of the Alan Shawn Feinstein College of Education and Professional Studies. The Office of Enrollment Services shall not accept nor record grades for students in any course not previously authorized by the academic dean concerned and of the Dean of the Alan Shawn Feinstein College of College of Education and Professional Studies. #15-16-15D, #16-17-21, #18-19-34

**3.40.14** The Dean of the Alan Shawn Feinstein College of Education and Professional Studies, in cooperation with departments shall determine lists of the college's offerings. The Dean shall, in consultation with the appropriate department chairperson and college dean, and the Office of Enrollment Services, determine time and place of offerings and establish minimum enrollments for continuing education classes. Immediately upon cancellation of under-enrolled classes, the Dean shall notify departments of such cancellation. #15-16-15D, #16-17-21, #18-19-34

**3.40.15** The Dean of the Alan Shawn Feinstein College of Education and Professional Studies shares with the Interdisciplinary Studies Faculty academic responsibility for the Bachelor of Interdisciplinary Studies (BIS) program. The Dean shall review all proposals approved by the BIS Curriculum Committee for (1) the creation, modification, or abolition of BIS concentrations; (2) the modification of the general education component of the BIS program; and (3) the creation, modification, or abolition of BIS courses. The Dean shall consult with affected departments before forwarding curricular proposals to the Faculty Senate Curricular Affairs Committee. The Dean shall consult with the appropriate college deans concerning proposals which have staffing or course scheduling implications. #15-16-15D #16-17-21

**3.40.16** The Dean of the Alan Shawn Feinstein College of Education and Professional Studies shall appoint university faculty members as instructors for special BIS courses with the approval of the appropriate department chairperson and college dean. The Dean shall appoint temporary lecturers for special BIS courses upon recommendation of the BIS Special Faculty Committee. The Dean may reappoint temporary lecturers for the BIS Pro-Seminar. #15-16-15D, #16-17-21

**3.40.17** removed #18-19-34

**3.40.18** removed #18-19-34

**3.41.01** removed #18-19-34

**3.41.02** removed #18-19-34

**3.42.10 The University Libraries** shall provide a maximum of effective service in advancing the academic interests in instruction, research and extension for all of the University's faculty and students.

**3.42.11** The Dean of University Libraries shall be responsible for the effective administration of his/her administrative unit; promote its efficiency by every approved means; give attention to the effectiveness of instruction and the supervision of faculty; recommend to the Provost and Vice President for Academic Affairs persons for appointment, dismissal or other changes in status; and prepare a budget of estimated receipts and expenditures for his/her academic unit for the ensuing year, and, after it has been approved, administer it.

**3.43.10 The Office of Information Technology Services** shall provide leadership and a coherent framework for information services and technology strategies and standards. Its mission is to provide systems and services for the effective, efficient, and timely use of information in support of teaching, research, and service. The Office is responsible for institutional research and the preparation of statistical reports for the Office of Higher Education, the U. S. Department of Education and other agencies to which the University must provide reports. Units within the Office of Information

Technology Services include: Information and Instructional Technology Services (IITS); Management Information Services (MIS); Networking and Telecommunications Services (NTS); and Technical and Operational Services (TOPS).

**3.43.11** The Vice Provost for Information Technology Services shall be responsible for the effective administration of his/her administrative units within the Office of Information Technology Services; promote their efficiency by every approved means; and prepare budgets of estimated receipts and expenditures for his/her academic units for the ensuing year, and, after they have been approved, administer them.

**3.45.10** The Office of Planning Services shall support individuals and offices responsible for planning at all levels within the University with consulting services, facilitation, and in conjunction with Institutional Research shall provide necessary data.

**3.50.10 The University of Rhode Island Research Foundation** is a non-profit corporation at the University of Rhode Island to administer the development of scientific research, technology, the commercialization of intellectual property and such other work as necessary to develop, promote and enhance scientific research and technology at the University of Rhode Island and within the state of Rhode Island.

**3.50.11** The URI Research Foundation shall aid and assist the University of Rhode Island in the establishment, development, and fostering of scientific research and technology, which shall further the learning opportunities, programs, services and enterprises of the University and of the State of Rhode Island and shall promote, encourage, and foster the education and training services, scientific investigations, technology development, and technology commercialization at the University.

**3.50.12** The Research Foundation shall pursue, obtain and protect intellectual property rights (including patents, trademarks, tangible materials and copyrights) in and to all valuable intellectual property flowing from or belonging to the University of Rhode Island and to administer such intellectual property in conformity with applicable state and federal laws.

**3.50.20** The Board of Directors shall manage the business and affairs of the Research Foundation. The membership shall comprise thirteen (13) persons and shall include the following ex officio members: the President of the University of Rhode Island; the Vice President for Research and Economic Development; the Vice President for Administration and Finance; and the Chairperson of the Board of Education or his/her designee. The remaining nine (9) members of the board of directors shall be appointed to their initial terms by the President of the University of Rhode Island on a staggered basis with approximately one third of the terms expiring each year for the first three years.

**3.50.21** After the initial appointments members shall be elected for three-year terms at the annual meeting of the board. Vacancies other than from expiration of term may be filled by the remaining members of the board at a special meeting called for that purpose. An outgoing director shall not be permitted to vote on his or her successor. A director may be re-elected for up to two (2) additional three-year terms. Each director, other than the ex officio directors, shall hold office for the term for which elected and until a successor is elected and qualified.

**3.51.10** The Director of the Cooperative Extension Service shall have administrative responsibility for the programs of extension work in agriculture and home economics; study the needs and demands for extension services in the several communities of the state; organize educational programs; and direct their operation in conformity with such federal regulations as may apply.

**3.52.10 The Agricultural Experiment Station** is a cooperative program between the National Institute of Food and Agriculture, a division of the US Department of Agriculture and the University of Rhode Island. The Director of the Agricultural Experiment Station shall have administrative responsibility for the programs of agricultural and environmental research under this unit.

**3.53.10 The Laboratories for Scientific Criminal Investigation** shall provide instruction, research and service in the field of scientific criminal investigation.

**3.58.10 The Rhode Island Water Resources Center** shall be the state center for research and training in all phases of water resources.

**3.59.10 The Feinstein Center for a Hunger Free America** is an educational center committed to developing solutions to the problem of hunger in Rhode Island and nationwide. The Center shall seek to promote education, research, and outreach on the causes and consequences of hunger and the study of policies and programs aimed at alleviating hunger. The Director shall work with an advisory board of faculty and staff from throughout the University. This Board shall advise the Center on implementing its mission. The Center shall be administered by the College of Arts and Sciences.  
#02-03-24

**3.60.10 The Sea Grant College Program** shall administer a variety of marine research, education and public service activities funded under the Sea Grant College and Program Act of 1966.

**3.61.10 The Program in Gerontology** shall study the social-psychological aspects of aging to develop programs designed to serve the aged and to implement educational programs in social gerontology.

**3.62.10 The Center for Personal Financial Education** shall provide outreach, education, and conduct research to improve the economic well-being of families. Programming and research shall focus on topics including: personal financial management, credit use and debt management, home buying, personal investing, and retirement planning. The Center shall support the long-range institutional goal of the University for improving the economic well-being of families in Rhode Island. The Center's mission shall be implemented through three focus areas: product development, outreach, and research and program evaluation. The Center shall be administered by the College of Human Science and Services.  
#04-05-12

**3.63.10 The Marine Advisory Service** shall provide field specialists and information to the state's marine community.

**3.65.10 The Coastal Resources Center** shall render service to the state, particularly the Coastal Resources Council, on marine and coastal problems.

**3.68.10 The Biotechnology Center** shall be comprised of a group of faculty members and academic departments within and outside the College of the Environment and Life Sciences with common research interests in the area of biotechnology. It shall be administered through the College of the Environment and Life Sciences by an interdisciplinary steering committee.

**3.69.10 The Charles T. Schmidt, Jr. Labor Research Center** offers graduate and undergraduate programs in labor relations, labor studies, and human resources. It also conducts research and outreach on the workplace and workforce. It is committed to a tri-partite philosophy, working on equal terms with employers, unions, and neutral parties.

**3.72.10 The URI Transportation Center**, an interdisciplinary unit, shall work to enhance the University's capacity to undertake transportation research, expand programs to help educate transportation professionals and the transportation workforce of tomorrow, and improve understanding of transportation through outreach and technology transfer programs.

**3.72.11** Internal evaluations of the center shall be provided by the URI Transportation Center Executive Board. The Board shall include senior administrative officers of the University, two college deans, and representatives of major Rhode Island public and private sector organizations having an interest in transportation.

**3.72.12** The center is an externally funded entity managed by an Executive Director. To accomplish its mission, the Center shall support cross-disciplinary research, seminars, and educational initiatives in the URI curriculum that focus on transportation and related fields.

**3.75.10 The Center for Molecular Toxicology**, based in the College of Pharmacy, shall foster a state-wide research and training network in toxicology and related disciplines, support mentored research by faculty and students at URI and other institutions of higher education, and provide access to the RI-INBRE (Rhode Island IDeA Network of Biomedical Research Excellence) grant-funded biomedical equipment core facility.

**3.75.11** The center shall be led by a director who shall report to the Dean of the College of Pharmacy. Programmatic oversight shall be provided by an External Advisory Committee, which shall include scientists and business consultants, including the Director of the Rhode Island Economic Development Corporation. The External Advisory Committee shall

meet biannually and provide annual program updates in a meeting with URI administrators, including the President, the Vice President for Research and Economic Development, the Provost, and the Dean of the College of Pharmacy.

**3.75.12** The Center shall submit, to NCCR-NIH (National Center for Research Resources, a component of the National Institutes of Health), an annual Progress Report concerning RI-INBRE grant-supported activities. These activities shall also be evaluated periodically by an external committee convened through an organization evaluating programs and providing advice on program enhancement, such as the Research Competitiveness Service of the American Association for the Advancement of Science.

**3.81.10 The Center for Pacific Basin Capital Markets Research** shall create, maintain, and distribute capital markets data bases for eleven Pacific-Basin countries; promote academic research and teaching programs for a better understanding of the region's capital markets; and provide an international forum for global communities of business, government, and academia to exchange research ideas and findings and relevant information that affect the region. The Center shall be administered outside the departmental structure under the leadership of a director who shall report to the Dean of the College of Business. (#17-18-26D)

**3.83.10 The Center for Human Services** is a college-based evaluation and research center housed in the Alan Shawn Feinstein College of Education and Professional Studies. It is supported by grants and contracts and is comprised of faculty members from all departments in the College. Through research, evaluation, education, and program development, the Center shall promote activities that provide sound information for use by practitioners and policy makers in public service areas including public schools and other educational institutions. The Center shall be administered by a director who shall report to the Dean of the Alan Shawn Feinstein College of Education and Professional Studies. #19-20-14

**3.84.10 The Coastal Institute** is an initiative for bringing natural and social sciences to bear on critical public policy issues related to the coastal and marine environment. It shall provide mechanisms for a community of researchers and practitioners to examine issues and to work together on coastal problems of common interest through research and extension/outreach activities with implications throughout the natural and social sciences, both basic and applied, and engineering. Fellows, comprising internal faculty members and external partners, shall work as a multidisciplinary organization to address complex and multi-faceted problems. The Institute shall be administered by a director who shall report to the Vice Provost for Marine Programs.

**3.85.10 The Feinstein Center for Service Learning** shall promote the integration of service with academic study in order to enhance student learning and deepen civic responsibility.

**3.86.10 The John Hazen White Sr. Center for Ethics and Public Service** offers ethics and public service programs for elected and appointed officials, public managers, graduate and undergraduate students and citizen groups. The Center is a critical component of a vision for learning which assumes public universities must play a leadership role in creating a culture of ethical and civic responsibility among students and the larger community as part of their educational mission. The Dean of the College of Arts and Sciences shall administer the Center. #00-1-30

**3.87.10 The Center for Student Leadership Development** provides opportunities for students to become inclusive, effective leaders in current and future career, community, and family roles. The Center offers for-credit classes through academic departments and co-curricular positions, workshops, conferences, and programs. The Center also provides leadership and group development consulting services to student groups. The Director of the Memorial Union and Student Activities shall administer the Center for Student Leadership Development. #00-1-30

**3.90.10 The Center for Vector-Borne Diseases** shall bestow an appropriate designation on an active interdisciplinary group of faculty while keeping within the existing University structure; create an atmosphere that encourages free exchange of ideas and effort among the varied disciplines represented by interested faculty; and enhance opportunities for attracting and developing research funding and other resources.

**3.90.11** The Center shall create a research focus necessary for developing and soliciting research funds; identify potential state, national, and worldwide resources in the specific field of study; provide a University wide identity for faculty and research programs involved in vector-borne disease research under several departmental designations (i.e. Plant Sciences; Biochemistry, Microbiology, and Molecular Genetics; Biological Sciences); create an attractive program of research for students, post-doctoral fellows and visiting scientists from the United States and abroad; and attract public attention to the University and its expertise in the field of vector-borne diseases, especially Lyme disease.

**3.90.12** The Center shall function as an externally funded research entity.

**3.91.10 The Institute for Immunology and Informatics (I'Cubed)** applies immunomics (informatics, genomics and immunology) to improve human and animal health by developing better vaccines, diagnostics and therapeutics, especially focusing on diseases prevalent in the developing world. I'Cubed is administered by the College of the Environment and Life Sciences, Department of Cell and Molecular Biology. ~~#11-12-1~~

**3.95.10 – 3.95.11** removed ~~#17-18-23~~

**3.96.10 The Center for the Humanities** shall include the disciplines of history, English, languages, philosophy, religious studies, art, art history, music, theatre; the interdisciplinary programs African and Afro-American studies, women's studies and comparative literature; as well as all other disciplines or departments that employ humanistic contents or humanistic approaches in research and teaching, especially anthropology, communication studies, economics, journalism, political science, psychology and sociology.

**3.96.11** The purpose of the center shall be to foster intellectual exchange and independent inquiry, analysis and interpretation of the humanities in research and teaching.

**3.96.12** The center shall accomplish its mission through the annual selection of two to four humanities fellows who shall be supported in their research, in their conducting of seminars with undergraduate and graduate students, and in their preparation of new courses for the undergraduate curriculum. The center shall also sponsor a series of lectures to be given by outside visiting scholars chosen as experts in a theme of the year.

**3.96.13** The center shall be administered by an executive committee and a director. (see ~~5.39.10~~)

**3.96.20 Evaluation.** In addition to the regular review as mandated in ~~section 8.90.30~~, the center shall be evaluated in five year intervals by a committee appointed by the Dean of the College of Arts and Sciences. The first evaluation shall be conducted in 1998. The evaluation committee shall assess the quality of the center's programs as well as the appropriateness of the funding process and of the budget. On the basis of its findings, the committee shall make a recommendation as to whether the center merits continuation. The committee shall include a faculty member from the College of Arts and Sciences Curriculum Committee, one humanities faculty member at large, and one non-humanities member recognized for his or her humanistic interests. The committee shall select its own chairperson. No less than three months after its commissioning the committee shall submit a final report to the Dean of the College of Arts and Sciences and to the Faculty Senate. This report may include whatever recommendations the committee deems appropriate.

**3.97.10 The Metcalf Institute for Marine and Environmental Reporting** shall promote clear and accurate reporting; strengthen understanding and working relationships with members of the news media; and provide opportunities for beginning journalists to learn, on both a formal and an informal level, how to improve their skills in marine and environmental reporting. ~~#09-10-32~~

**3.98.10 The Child Development Centers of the University of Rhode Island** shall offer high quality, developmentally appropriate early childhood education programs for children ages three to six years. Accredited by the National Association for the Education of Young Children (NAEYC), the Centers' full day preschool and kindergarten programs are to provide high quality programs for pre-primary children, to serve as a high quality teacher training facility, to support research in the field of early childhood education, and to serve the community as a model of best practice in early care and education through outreach and advocacy. The original Child Development Center is located on the Kingston campus of the University. The Dr. Pat Feinstein Child Development Center is located at the Feinstein Providence Campus. ~~#09-10-16~~

**3.99.10 The Center for Education Research and Reform** shall be dedicated to the continuous improvement of educational and community settings. The Center shall apply educational evaluation and research strategies to practical problems identified by the community and policy makers; work in partnership with schools, other universities and foundations, and federal, state and community agencies across the nation; as well as support and assist schools and communities in their efforts to provide equitable, highly effective, and developmentally appropriate education and community-based services to all children, youth, and families. Of particular concern to the center shall be those who are placed at risk by economic or social disadvantages. ~~#09-10-16, #19-20-14~~

## Chapter 4 – The Faculty

**4.10.10 On Faculty Governance.** Faculty participation in the government of the University of Rhode Island is essential to its sound development and to the successful performance of its role in the life of the state. The basic functions of the University – teaching and research – are performed by a community of scholars who must exercise sound judgment in the planning and execution of their assigned responsibilities. Since decisions on all academic levels may affect profoundly the performance of each faculty member, provision must be made to ensure that his/her point of view will be represented in the formulation of policies that control his/her professional activities. The collective judgment of the scholars who comprise the faculty is a resource of great value which properly utilized, will help to guarantee that University policy will be wisely established and effectively carried out.

**4.11.10** Membership in the University Faculty, also referred to as the General Faculty, shall be based on appointment by the President and on direct participation in or supervision of any of the following activities: teaching, librarianship, and research, within the University. The General Faculty shall consist of tenure-track professors, associate professors, assistant professors, instructors (*see 7.10.10*); the President, the Provost and Vice President for Academic Affairs, the Vice President for Research and Economic Development, the Vice Provost(s), and the academic dean of each college or school and of the library. #15-16-29

**4.11.11** Any person who has General Faculty status and has assumed responsibility as assistant or associate dean at the University shall retain all voting privileges as a member of a department, college and of the University Faculty. In accordance with Article III of the Faculty Senate Constitution, such persons shall be counted for Senate apportionment proportionate to their percentage of full-time equivalent faculty responsibilities, but may not be elected to the Faculty Senate or participate in Senate elections (*see also section 2.1 of the By-Laws of the Faculty Senate*).

**4.11.12** Any person who has General Faculty status and is head of an academic program or research unit (e.g. Honors Program, Faculty Institute on Writing, Center for Vector-Borne Diseases, etc.) has all of the voting rights of a full-time tenure-track member of the University Faculty, including eligibility for election to the Faculty Senate and participation in Senate elections.

**4.11.13** Any person who has had General Faculty status and who is transferred in the University to a position or office which in itself does not carry such status shall retain faculty status so long as that person is employed by the University. However, that person shall not have rank, voting privileges in department or college meetings on matters requiring Faculty Senate approval, tenure (unless earned before the transfer), or the right of salary increment as defined for academic rank.

**4.11.14** Persons who have lost or who have never held General Faculty status and who are appointed assistant or associate dean are not members of the University Faculty and shall not have department, college or university faculty voting privileges, nor shall they be counted for apportionment of the Faculty Senate.

**4.12.10 Special Status Appointments.** The rights and privileges of faculty status, excepting the rights of tenure and of election to the Faculty Senate, and with other stated exceptions, shall be extended to the following categories (4.12.11-12): [*Administrative January 2013*]

**4.12.11 Administrative.** The Vice Presidents and the directors of major University divisions, with the further exception of the right of salary increment as defined for faculty ranks. [*Administrative January 2013*]

**4.12.12** Coaching positions shall be based on appointment by the Director of Athletics and shall be related to the coaching of intercollegiate athletics. If coaching appointees are assigned a part-time responsibility for teaching or research within the University, they shall be separately contracted for such services. [*Administrative January 2013*]

**4.13.10 Clinical Faculty.** These non tenure-track faculty shall be appointed in the College of Pharmacy, the College of Nursing, and other colleges and departments requiring clinical training to contribute to the instruction, practice scholarship, supervision, and service in a clinical setting. See 7.11.25 for definitions of Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor, and additional information. *Administrative Report January 2017*

**4.14.10 Research Faculty.** These non tenure-track faculty are employed to contribute to the research mission of the institution. Research shall be the primary focus for individuals appointed to these faculty positions. See 7.11.29 for

definitions of Assistant Research Professor, Associate Research Professor, and Research Professor, and additional information. Administrative Report January 2017

**4.14.11 – 4.14.13** moved to 7.11.29 Administrative Report January 2017

**4.20.10** Organization of the General Faculty. The President of the University shall be the presiding officer of the University faculty.

**4.20.11** The other officers of the faculty shall be a secretary, a parliamentarian, a marshal and assistant marshals, appointed by the President.

**4.20.12** The Secretary of the Faculty shall keep the minutes of faculty meetings and shall perform such other administrative duties as may be assigned by the President. The original copy of the minutes of faculty meetings shall be held for safe storage in the University vault under the supervision of the Director of Enrollment Services.

**4.20.13** The Faculty Marshal and assistant marshals shall, at the request of the President, direct faculty processions for formal University events.

**4.21.10 Voting Membership.** All members of the University faculty shall have voting privileges.

**4.30.10 The Faculty Senate.** The General Faculty, through legislative act on May 12, 1960, authorized the establishment of a Faculty Senate as its agent to conduct in a responsible and efficient manner the business assigned to faculty jurisdiction by law, the President, or by the Board of Trustees (now the Board of Governors). It was the intent that the faculty delegate to the Senate all powers of the faculty, with the exception of those, stipulated in this chapter, that are specifically delegated elsewhere, so long as the Senate shall represent the will of the faculty. Approval of the Senate Constitution and By-Laws was granted by the former Board of Trustees on November 1, 1961.

**4.32.10 Jurisdiction of College Faculties.** The General Faculty delegates to each college faculty jurisdiction over matters primarily of interest only to that college, such as: distribution of units for entrance requirements among secondary school subjects; the curricula of the college within limits of the general policies prescribed by the Faculty Senate; action concerning petitions for changes in prescribed courses of study, presented by individual students enrolled in the college; recommendations to the University faculty concerning the granting of degrees to students enrolled in the college; and decisions concerning the scholastic standing of students enrolled in the college, through the college's Scholastic Standing Committee, to which this matter is delegated.

**4.32.11** Questions of jurisdiction as to the powers of the General Faculty (or its representative body, the Faculty Senate) and the faculties of several colleges shall be referred to the President. Appeals from the President's ruling shall be decided by the General Faculty.

**4.40.10** The University Faculty shall meet at the beginning of the academic year for an address by the President, at other times determined by the President or when a meeting is requested in writing by 25 percent of the faculty. The faculty shall regulate its own procedure.

**4.40.11** The University Faculty shall act upon the recommendations made by the several college faculties and by the Graduate Faculty for the granting of degrees in course to those who have fulfilled the requirements for the appropriate degrees. These degrees and requirements are listed in detail in the current University Catalog.

**4.40.12** Attendance at meetings of the University Faculty is expected. One-fourth of the membership shall constitute a quorum.

**4.40.13** At least five days prior to each meeting, the agenda of the business to be conducted shall be sent to all members of the faculty.

**4.40.14** Meetings of the faculty shall be conducted in accordance with American Institute of Parliamentarians Standard Code of Parliamentary Procedure. ~~#18-19-31~~

**4.40.15** The University Faculty shall vote on amendments to the Constitution of the Senate as provided in Article VII of the Constitution.

**4.40.16** The University Faculty shall retain the power to review at any time decisions made by the Faculty Senate. Upon petition signed by 10 percent of the members of the General Faculty, a referendum shall be conducted as provided in Article II, Paragraph 6, of the Constitution.

**4.45.10 Parliamentary Authority.** Official meetings of all units at the University shall be in accordance with rules stated in the latest edition of American Institute of Parliamentarians Standard Code of Parliamentary Procedure unless the unit adopts another appropriate alternative parliamentary procedure. #05-06-10, #18-19-31

**4.50.10 College Faculties.** Faculty members assigned to a college of the University shall constitute the faculty of that college. A faculty member affiliated with more than one college shall be considered a member of the faculty of each. The dean of the college shall be the presiding officer. The college faculty shall elect a secretary and committees, including a curriculum committee. #05-06-10 #12-13-36

**4.50.11** Each college faculty shall meet at least once a semester at the call of its dean and determine its own procedures, consistent with policies prescribed by the University Faculty through its Senate. The dean shall call a special meeting of a college faculty on the written request of 25 percent of its members.

**4.50.12** Attendance at meetings of the College Faculty is expected. Twenty percent (20%) of the membership (10% of colleges with more than 200 members) shall constitute a quorum. An Agenda containing all items proposed for action shall be distributed to faculty five (5) workdays prior to the meeting.

**4.50.13** Voting on matters which require approval of the Faculty Senate shall be the privilege of all tenure track faculty from their effective date of hire and the privilege of all full-time non-tenure track faculty who have been employed as such for at least one year. #14-15-15

**4.60.10 Department Faculties.** Efficient operation necessitates regularly scheduled department meetings. Monthly meeting are suggested as a minimum. A democratic procedure in the conduct of department meetings is essential. The chairperson shall be responsible for keeping all members fully informed on matters of concern to the department.

**4.60.11** Among the matters discussed in department meetings should be the advisability of introduction of new courses, especially those that give members opportunities for developing specific interests, provided, however, that more essential courses are not dropped or neglected.

**4.60.12** Voting on matters which require approval of the Faculty Senate shall be the privilege of all tenure track faculty from their effective date of hire and the privilege of full-time non-tenure track faculty who have been employed as such for at least one year. #14-15-15

**4.60.13** The use of department funds, with the exception of the personal services account, and of library allotments shall be open to discussion in department meetings.

**4.60.14** The chairperson shall be responsible for informing department members of the opportunities for teaching in the Summer Session, Alan Shawn Feinstein College of Education and Professional Studies or special courses elsewhere. The chairperson shall consult with the Vice Provost for Enrollment Management to determine what courses will meet student demand and accelerate degree completion in Summer and Winter J-Term sessions. However, no new faculty member shall be engaged with definite or implied guarantees of such teaching, nor shall current faculty members be promised such teaching on a continuing basis. #18-19-34

**4.60.15** The recommendation to the Vice Provost for Enrollment Management for teachers of Summer Session courses within the department shall be discussed in a department meeting attended by members with the rank of instructor or above. It is often desirable to assign summer courses to persons who teach those courses during the regular school year. It should be the aim of department chairpersons to distribute these appointments as fairly as possible among department members who are interested in and qualified for the positions available. However, it is a policy of the University that a number of visiting faculty members shall be engaged for the Summer Session and department chairpersons shall staff their summer programs with this policy in mind. #18-19-34

**4.60.20 Joint Appointments.** A faculty member may be appointed to a professorial position in more than one department (usually not more than two departments) upon the recommendation of the departments and dean (deans, if more than one college is involved) subject to the approval of the Provost. Such appointments may be either unlimited or limited.

**4.60.21** Persons holding unlimited joint appointments may participate fully in all activities of the departments including teaching, research, service, and student supervision. They shall have full voting privileges in the departments. The conditions of tenured status as well as the person or persons responsible for conducting annual reviews will be specified in writing and agreed to by the departments, deans, and the individual at the time of the initial appointment.

**4.60.22** Persons holding limited joint appointments may participate in the teaching, research, or service programs of the second department. The faculty member with a limited joint appointment shall have voting rights only on issues related to the program or curriculum in which they are involved. They are not involved in peer-review. Any other privileges and obligations associated with the limited appointment in the second department shall be determined by mutual agreement and must be specified in writing at the time the appointment is approved.

**4.60.23** All joint appointments, both limited and unlimited, are normally for three-year terms subject to renewal at the end of each three-year term by mutual agreement of all appointing authorities.

**4.61.10 Appointment of New Faculty Members.** When a position is to be filled within a department, the qualifications of the candidates shall be made known to department members with the rank of instructor and above. When possible, a special department meeting shall be held to discuss the qualifications before candidates are invited for interviews.

**4.61.11** When candidates visit the campus for interviews, members shall be informed and arrangements shall be made for interviews with various members. The opinions of members on their choice of candidates shall be sought by the chairpersons before final recommendations for appointment are submitted. This policy shall also apply to the selection of graduate assistants.

**4.61.12** Candidates shall be informed in detail about policies of particular importance to new staff members and about their specific duties. In addition, the chairperson shall describe precisely the possibilities of further benefits available to a member of the University community.

**4.62.10 Work Loads.** The determination and assignment of faculty work loads shall be made by the department chairperson, subject to the approval of his/her dean. In making such assignments, the chairperson shall consider (4.62.11-17):

**4.62.11** The nature of the course, as to whether it is undergraduate or graduate and whether it is being offered for the first time or with extensive revision.

**4.62.12** Contact hours, as to whether they are lectures, recitations or laboratories and whether the recitations and laboratories require a great deal of preparation.

**4.62.13** Number of students, as to whether the time required by the course is directly related to the number of students (e.g., if term papers are required, the number of students is directly related) and whether graduate student assistance is available.

**4.62.14 Special courses and projects.** Joint courses taught by two or more faculty members or special problems courses for individual students must be related to overall teaching load.

**4.62.15** Other duties, especially department chairing, Faculty Senate chairing, honors colloquium direction, committee work, special administrative duties or in-service work with groups in the state.

**4.62.16 Research.** Since it is the policy of the University to expect its teaching faculty to perform research such research should be considered part of the normal work load, and when teaching assignments are made, time should be allotted for research.

**4.62.17** Advisees, as to their number, the number of theses being directed and the number of graduate committee assignments.

**4.63.10** Communication involving department business by department members to the administration of the University should be through the chairperson. It is recognized that a faculty member has a right to appeal decisions of a chairperson to the dean of the college if such decisions relate specifically to that individual. It is also recognized that the chairperson has a correlative right to be informed of such discussions and to discuss them with the appropriate academic dean.

**4.63.11** Outside activities of any department member which are, or might be readily interpreted to be, representative of the department, shall be brought by the member to the attention of the chairperson. The chairperson shall clear with his/her appropriate superior if s/he deems it advisable or if such action is required by regulations.

**4.64.10 Processions.** Every faculty member shall participate in faculty processions unless excused by the President or by his/her dean or director. Other members of the staff engaged in administration, teaching, research and extension may participate but shall notify the marshal in advance so that each may be assigned a place in the procession.

**4.65.10 Secretarial Assistance.** Secretarial assistance provided for the department shall be available to all members. The use of secretarial help and office supplies shall be limited to legitimate department or University business. During periods of peak loads, work for individual members may be channeled through the chairperson so that priorities may be assigned. If members are writing long professional publications which involve excessive labor and time of the department secretary, additional secretarial assistance shall be sought.

**4.70.10 The Graduate Faculty.** The membership of the Graduate Faculty shall comprise the following President, Provost, Vice President for Research and Economic Development, Dean of the Graduate School, Vice Provosts, deans of graduate professional schools, deans of colleges in which departments offer programs leading to advanced degrees, chairpersons of departments authorized to offer graduate degree programs, the Dean of University Libraries and members of the instructional, research and library faculty who either teach one or more courses on the 500, 600 or 900 level on a continuing basis, serve as major professors sponsoring graduate students, or serve as members of the committees supervising the work of graduate students. When a person ceases to perform the function or functions qualifying him or her for membership on the Graduate Faculty, he or she ceases to be a member. Reviews of their Graduate Faculty shall be made by Departments or Programs at least once every four years. Recommendations for removal of a Graduate Faculty member who has ceased to perform the functions required for membership shall come from the Departments or Programs to the Graduate Council through the Dean of the Graduate School. The Graduate Council may either confirm or deny the recommendation.

**4.70.11** Regular meetings of the Graduate Faculty shall be held upon the call of the Dean of the Graduate School at least once each semester. Special meetings may be called by the Dean and shall be called by him/her upon majority vote of the Graduate Council, or in accordance with the provisions of 5.65.42, or upon receipt of a petition signed by 25 members of the Graduate Faculty as provided in 4.71.10 and 5.65.40.

**4.70.12** Notice of the business to be conducted at each meeting of the Graduate Faculty shall be given in the call of the meeting. Written notice thereof shall be mailed to all members of the Graduate Faculty at least one week in advance of the meeting.

**4.70.15** Twenty-five members shall constitute a quorum for meetings of the Graduate Faculty. *General Faculty Meeting*  
12/14/00

**4.71.10 Powers.** The Faculty Senate delegates the responsibility for the policies, rules, and regulations governing graduate studies to the Graduate Faculty, in accordance with the general objectives established by University policy as legislated by the Faculty Senate with the concurrence of the President. A significant portion of its work is done by the Graduate Council, acting in accordance with the provisions of 5.65.10-43. However, the Graduate Faculty specifically retains the power to recommend candidates to the General Faculty for advanced degrees, to review decisions of the Graduate Council as provided in 5.65.40, to adjudicate disputes between the Dean of the Graduate School and a majority of the Graduate Council as set forth in 5.65.42, and to consider and act upon any matters within its jurisdiction brought before it by the Dean of the Graduate School or by petition to the Dean signed by 25 members of the Graduate Faculty.

#19-20-30

**4.71.11** Actions of the Graduate Faculty, other than those which must be approved by the Faculty Senate, the President, and/or the Board of Governors shall become effective with the distribution of the minutes.

**4.80.10 The Bachelor of Interdisciplinary Studies Faculty.** The membership shall consist of tenure-track faculty members of those departments whose courses support one or more of the BIS concentrations.

**4.80.11** The Bachelor of Interdisciplinary Studies Faculty share with the Dean of the Alan Shawn Feinstein College of Education and Professional Studies academic responsibilities through a BIS Curriculum Committee, a BIS Special Faculty Committee, and a BIS Scholastic Standing Committee. See sections 5.80.10 through 5.81.11 for the charges and membership of these committees.

## Chapter 5 – Committees of the University

(Chapter 5 was reorganized in accordance with #03-04-9. Identified changes are linked to other legislation)

### Preamble

**5.10.10** Committees, Boards, Councils and other such entities which have a university-wide function are described in this chapter. With few exceptions, committees with a narrower scope are not included here. For information on them, consult policy documents of various campus units, such as college by-laws, where available, and the Graduate Student Manual. Standing committees of the Faculty Senate, although having university-wide function, can be found in the by-laws of the Faculty Senate.

**5.10.11** The committees included here are organized according to the jurisdictional rubric under which they fall, and are divided into (1) committees falling under presidential jurisdiction; (2) committees falling under direct jurisdiction of the general faculty or of the Graduate Faculty; and (3) committees falling under the joint purview of the Faculty Senate and the President. The division into the various jurisdictional rubrics has been proposed by a Faculty Senate Constitution, By-Laws, and University Manual (CBUM) subcommittee on the basis of research conducted during the 2001-02 academic year. This research primarily took into consideration the jurisdictional divide between the President (administration) and the Faculty Senate resulting from Article II of the Senate Constitution; when this was not conclusive, the historic understanding of who had jurisdiction at the time of the establishment of a committee or its predecessor was taken into account. In most cases, these criteria allowed a clear determination of a committee's jurisdictional rubric. To limit future disputes about jurisdiction, the subcommittee proposed that the Faculty Senate endorse and accept the jurisdictional division resulting from the subcommittee's research, the senate did so at its meeting on November 11, 2003, and the President endorsed the senate legislation on December 5, 2003.

**5.10.12** Faculty, administrators, and staff members are expected to serve on committees, if designated. Each standing committee of the University shall make an annual report for the academic year to its appointing authority.

### Committees falling under Presidential jurisdiction

**5.11.10** University Committees listed under this heading can be formed, abolished, or altered by presidential action, preceded by consultation with relevant groups and/or individuals as appropriate. Committees the President appoints under this authority are not to duplicate or interfere with the work of committees established by the Faculty Senate. Unless otherwise specified, members shall be appointed from the University community with an attempt to ensure administration, faculty, and student representation; in addition, staff members shall be appointed in accordance with collective bargaining agreements. Members shall serve two-year terms, one-half of the appointments to be made each year; the President shall designate the chairperson.

**5.12.10** The Deans' Council shall comprise the deans and vice provosts and the Provost and Vice President for Academic Affairs, who shall be chairperson.

**5.12.11** This council shall provide opportunity for the academic deans to discuss common problems and to review administrative procedures among the several colleges.

**5.14.10** **The Athletics Advisory Board** shall serve as a policy review board for all athletic programs for men and women, including intercollegiate, club, intramural, and recreational sports and the management of facilities and equipment. The Board shall make its recommendations to the President. In performing its functions, the Athletics Advisory Board shall advise and review, on a continuing basis, all fiscal, educational and social policy affecting all athletic programs, make recommendations regarding level of competition, and the nature of intercollegiate schedules. For the role of the Athletics Advisory Board on issues regarding championships and special tournaments during the final examination period see section 8.51.31. #10-11-24

**5.14.11** The Board shall be comprised of nine voting members: four faculty members, one undergraduate student, one graduate student, two alumni; the President shall appoint one additional faculty member to serve as the ninth member and chairperson. The faculty membership shall be appointed in consultation with the Faculty Senate; the student membership shall be appointed in consultation with the Student Senate and the Graduate Student Association; the Alumni representatives shall be appointed in consultation with the Alumni Association. For each appointment made to the Board, each constituency shall nominate two persons. The President shall make appointments from among these

nominations. Terms of appointment for faculty and representatives of the Alumni Association shall be for three years, renewable once at the end of the first term. Terms of appointment for students shall be for one year, renewable at the end of the first term. The Director of Athletics, the Associate Director/Senior Woman Administrator, the Assistant Director of Recreational Services, the Vice Provost for Faculty Affairs, and the president of the Student-Athlete Advisory Committee shall be ex officio non-voting members of the Board #07-08-35 #10-11-24

**5.14.12** No member of the Board shall be an active coach during the term of appointment. #07-08-35

**5.14.13** All appointments to the Board shall be made by September 15 each year. #07-08-35

**5.14.14** The Chairperson shall be responsible for preparing the agenda and calling the meetings. The senior alumni member shall be vice chairperson. The junior faculty member shall be secretary. #07-08-35

**5.14.15** The Athletics Advisory Board shall meet each month during the academic year. Special meetings shall be called by the chairperson, or in the absence of the chairperson, by the vice chairperson. All members shall be advised in advance of the date, time, place and agenda of the meeting. #07-08-35

**5.14.16** The chairperson of the Board (or her/his designee) shall report to the Faculty Senate at least once each year and whenever there is a major change in policy. #07-08-35

**5.23.10 The Institutional Biosafety Committee (IBC)** shall review and approve the use of recombinant DNA, synthetic DNA, infectious microorganisms, certain biological toxins, and human or nonhuman blood, unfixed tissues or cells in all research projects and educational activities under the jurisdiction or control of the University. The use of these materials shall be in accordance with the National Institutes of Health (NIH) Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules and the U.S. Department of Health and Human Services Biosafety in Microbiological and Biomedical Laboratories as well as any other applicable federal, state and local law. Administrative Report September 2015

**5.23.11** The membership shall comprise at least five members appointed by the Vice President of Research and Economic Development selected so that they collectively have experience and expertise in recombinant or synthetic nucleic acid molecule technology and the capability to assess the safety of recombinant or synthetic nucleic acid molecule research and to identify any potential risk to public health or the environment. At least two members shall not be affiliated with the institution (apart from their membership on the Institutional Biosafety Committee) and who represent the interest of the surrounding community with respect to health and protection of the environment. The Vice President for Research and Economic Development or the Vice President's designee shall serve *ex officio*, as a non-voting member. An effort will be made to appoint members to the IBC that will have the qualifications of experience and expertise needed to provide guidance and counsel to researchers.

**5.24.10 The Conflict of Interest Management Committee (CIMC)** is responsible for the review and assessment of all financial disclosures related to research projects at URI and for determining any actions required to ensure that real or perceived financial conflicts of interest are managed or eliminated as required by the RI Public Private Partnership Act as well as any other applicable federal law or policy. Administrative Report September 2015

**5.24.11** The membership shall be appointed by the Vice President of Research and Economic Development and shall at a minimum include a designee from the RI Board of Education, a public member, and a faculty member from an institution of higher education outside the system of public higher education in Rhode Island. The Vice President for Research and Economic Development or the Vice President's designee shall serve *ex officio*, as a non-voting member.

**5.25.10 The Institutional Review Board (IRB)** shall review and approve all biomedical and behavioral research involving human subjects which is conducted or sponsored by the University. The Code of Federal Regulations, 45 CFR 46, revised in 2005, requires the existence of this committee in order to protect the rights and welfare of the human subjects of such research. See Appendix G for the University's policy and procedures concerning the protection of human subjects.

**5.25.11** The IRB shall comprise at least five members appointed by the President. The chairperson shall be recommended by the Provost and Vice President for Academic Affairs to the President, to be appointed for one three-year term. Other IRB members shall be appointed for two-year, renewable terms. The IRB shall not consist entirely of men, entirely of women, or entirely of members of one profession. At least one member shall be a person whose primary training and

research concerns are in nonscientific areas; for example, lawyers or members of the clergy. At least one member shall be a person who is not otherwise affiliated with the institution or part of the immediate family of a person who is affiliated with the institution. One member shall be a person whose primary training and research concerns are in the scientific area, for example a physician, a biologist, or a psychologist. When research is reviewed involving a category of vulnerable subjects (e.g., prisoners, children, individuals institutionalized as mentally disabled), the IRB shall include at least one member who has as a primary concern the welfare of these subjects. The Vice President for Research and Economic Development or the Vice President's designee shall serve *ex officio*, as a non-voting member. An effort will be made to appoint members so that the IRB will be sufficiently qualified through the experience and expertise of its members, the diversity of their racial and cultural backgrounds, and their sensitivity to community attitudes, to be respected for its advice and counsel in safeguarding the rights and welfare of human subjects.

**5.25.12** To avoid conflict of interest, an IRB member shall not participate in the IRB's review of any project in which the member is involved as a researcher or subject.

**5.26.10 The Institutional Animal Care and Use Committee (IACUC)** shall review and approve the use of vertebrate animals in all research projects, educational or outreach activities under the jurisdiction or control of the University. The procurement, care, and use of animals shall be in accordance with the regulations and terms of the federal Animal Welfare Act as well as any other applicable federal, state and local law.

**5.26.11** The IACUC shall be comprised of at least five members appointed by the President including the University of Rhode Island Attending Veterinarian, a scientist experienced in laboratory animal research, a non-scientist and an individual who has no other affiliation with the University besides membership in the IACUC. The Vice President for Research and Economic Development or the Vice President's designee shall serve *ex officio*, as a non-voting member. An effort will be made to appoint members to the IACUC that will have the qualifications of experience and expertise needed to provide guidance and counsel to animal researchers.

**5.27.10 The Diving Control Board (DCB)** has authority over all scientific diving operations at the University of Rhode Island. The DCB sets rules and regulations in compliance with the American Academy of Underwater Sciences standards and in conformance to University policy. All research diving involving equipment or personnel from the University of Rhode Island shall adhere to the rules and regulations which are included in the Research Diving Manual. The Diving Control Board also serves as a search committee for the Diving Safety Officer and provides advice and counsel to the Vice President for Research and Economic Development who makes the appointment.

**5.27.11** The membership shall be comprised of representatives from all URI colleges that conduct substantial research diving operations. These members are appointed by the Vice President for Research and Economic Development upon the recommendation of the individual college deans. A majority of the members must be URI authorized scientific divers. The membership shall also include the Diving Safety Officer.

**5.30.10 The Intellectual Property Committee (IPC)** shall represent and act for the University in intellectual property policy matters subject to the approval of the President of the University (*see sections 10.40.10 – 10.46.36*).

**5.30.11** The Intellectual Property Committee shall consist of eleven members. Six shall be faculty members or center/institute/laboratory directors chosen to reflect a diversity of expertise, appointed to three year staggered terms (three shall be appointed by the Provost and Vice President for Academic Affairs and three by the Senate Executive Committee). One additional faculty member shall be appointed to a three-year term by the President. The remaining four shall be *ex officio* voting members: the Vice President for Research and Economic Development, the Director or Associate Director of Industrial Research and Technology Transfer (The Research Office), the Chair of the Committee for Research and Creative Activities and a representative from the URI General Counsel's Office. The Vice President for Research and Economic Development shall chair the committee. #17-18-23

**5.31.10 The Watson House Committee** shall manage and provide care for the restoration process, the furnishing and the general care of Watson House. The committee shall be appointed by and report to the Vice President for Administration and Finance. *Administrative Report September 2015*

**5.34.10 The Commencement Committee** shall organize and supervise the commencement program.

**5.35.10 The President's Commission on People with Disabilities** at the University of Rhode Island shall work to ensure an equitable, inclusive, universally designed, and welcoming community in terms of safety, wellbeing and

education for students, faculty and staff who have disabilities. To accomplish its mission, in the context of social justice, the commission shall: Encourage a climate to celebrate differences and abilities among all people at URI, while affirming the many outstanding contributions of people with disabilities to the campus community; identify major topics of concern for people with disabilities; propose policies, programs and training so that URI's ongoing dialogue of social justice and civil rights continues to include issues related to disability; collaborate with all areas of the university community to recommend accessibility, safety, and universal design of buildings, the curriculum, programs, and services; advise primary URI administrators on issues of disability; monitor the effectiveness of proposed/implemented policies and initiatives; communicate progress of these efforts to the administration and surrounding community; and submit to the senior leadership team and their designees, recommendations that would enhance inclusion and equal opportunity for people with disabilities. Administrative Report September 2015

**5.35.11** The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of faculty, staff, administration, and student perspectives on equity and inclusion for people with disabilities at URI.

**5.35.12** The Co-Chairs shall consist of one faculty member and one staff member. The commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, on a staggered basis.

**5.35.13** The President shall appoint the Student Advisor in consultation with the Chief Diversity Officer. The commission shall forward its nominee for Student Advisor to the Co-chairs from the membership to the President. The term of the Student Advisor shall be for one year; subject to renewal on recommendation of the membership.

**5.35.14** The commission shall meet on a regular basis during the academic year. The co-chairs, with the Student Advisor, shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

**5.35.15** The commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

**5.36.10 The Equity Council** is a University-wide advisory and advocacy group for issues of diversity and equity for the entire University community. Its purpose is to provide a forum for University individuals, groups, committees, commissions, and offices that are active in University diversity and equity issues and to make recommendations to the President.

**5.36.11** The President shall appoint the members by October 1 of each year from a list of nominees recommended by the Council and other appropriate constituencies. The Council shall have approximately 25 members representing a variety of faculty, staff, administration and student involvement in equity issues. The President shall appoint the Chair of the Council.

**5.36.12** Members serve for a three-year term and shall be appointed on a staggered basis.

**5.36.13** The Council shall meet at least once each month during the academic year. The Chair shall be responsible for preparing the agenda and calling the meetings, with notification to members of at least one week in advance.

**5.36.14** Meetings of the Council are open to all community members who have an interest in matters of equity and diversity.

**5.36.15** The Council shall meet with the President and Provost regularly to discuss progress on recommendations and emerging issues.

**5.36.16** The Chair shall meet with the President's Management Team on a regular basis.

**5.37.10 The President's Commission on Faculty, Staff, and Students of Color** is to make recommendations to the President and Chief Diversity Officer, acting as a catalyst and advocate in diversifying and strengthening the University of Rhode Island to be a university community that understands racial and cultural diversity issues and therefore advocates for racial equity in all aspects of university formal and informal processes, including employment,

personnel development, research and scholarship, teaching and service, student learning and engagement and all forms of community outreach. The Commission shall: research, monitor, and report on the status of underrepresented racial and ethnic groups on campus, and of institutional racial and cultural diversity initiatives; identify major needs and topics of concern; propose policies and programs to address these needs and concerns, and to promote, maintain and publicize strategic focus on these issues; collaborate with campus organizations with complementary goals and objectives; monitor the effectiveness of any proposed policies and initiatives upon implementation. *Administrative Report September 2015*

**5.37.11** The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of executive leadership, faculty, staff, administration, and student perspectives on the status of faculty, staff and students of color at URI.

**5.37.12** The Commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, preferably on a staggered basis.

**5.37.13** The Commission shall meet on a regular basis during the academic year. The co-chairs shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

**5.37.14** The Commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

**5.38.10 The President's LGBTQ Commission** will work to encourage the inclusion and empowerment of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) faculty, staff, and students. The Commission will research, monitor, and report on the status of LGBTQ communities on campus and of institutional initiatives; identify major needs and topics of concern; propose policies and programs to address these needs and concerns, collaborate with campus organizations with complementary goals and objectives; monitor the effectiveness of any proposed policies and initiatives upon implementation; and regularly communicate the progress of these efforts to the university community. The Commission shall submit recommendations to the President and the Chief Diversity Officer. *Administrative Report September 2015*

**5.38.11** The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of executive leadership, faculty, staff, administration, and student perspectives on the status of LGBTQ at URI.

**5.38.12** The Commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, preferably on a staggered basis.

**5.38.13** The Commission shall meet on a regular basis during the academic year. The co-chairs shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

**5.38.14** The Commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

**5.39.10 The President's Commission on the Status of Women** shall promote an environment free of gender-based discrimination by establishing an agenda around issues that concern women at the university and recommending to the President strategies to enhance or change existing policies and programs at URI. To accomplish its mission, the Commission shall work with members of the university community and in collaboration with organizations and structures within the University of Rhode Island. The Commission shall submit recommendations to the President and the Chief Diversity Officer.

**5.39.11** The membership shall be appointed by the President in consultation with the Chief Diversity Officer to staggered three-year terms. Members shall represent a variety of faculty, staff, administration and student perspectives on the status of women at URI. *Administrative Report September 2015*

**5.39.12** The Commission shall forward its nominees for co-chairs from the membership to the President. The President shall appoint the co-chairs in consultation with the Chief Diversity Officer. The terms of the co-chairs shall be for two years, preferably on a staggered basis.

**5.39.13** The Commission shall meet on a regular basis during the academic year. The co-chairs shall be responsible for preparing the agenda and calling the meetings, with notification to members at least one week in advance.

**5.39.14** The Commission shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues and shall invite the President to at least one meeting annually.

**5.40.10 The Campus Master Plan Review Team** shall consider and discuss new construction projects, including those concerning buildings and grounds, and ensure that those projects are consistent with the guiding principles of the Campus Master Plan as defined in 5.40.11. The Team shall meet monthly, or as deemed needed by the Chair, in order to review new projects and designs and make recommendations guiding these projects as they are implemented.

**5.40.11** The Campus Master Plan shall outline URI's future physical development, and provide design guidelines and policies concerning the current state of the University's buildings, grounds, and infrastructure, as well as regarding their future modification. The Plan is to ensure consistent standards concerning landscape elements for the purpose of bringing about a unified, and aesthetically pleasing campus. The plan is also to address physical access to the University, as well as traffic flow and transportation corridors.

**5.40.12** The membership shall be appointed by the President, and be comprised of staff and faculty from Facilities Services, the Bay Campus, the Office of the Provost, Student Affairs, Administration and Finance, Public Safety as well as representatives from the faculty, staff, and the South Kingstown community. *Administrative Report September 2015*

**5.40.13** The committee shall communicate regularly with the President and the Strategic Budget and Planning Council. *Administrative Report September 2015*

**5.41.10 The Space Enhancement, Design, and Allocation Committee (SEDA)** shall consider the present space needs of the URI community, as well as those of new projects. It shall establish the future priorities of the University with respect to space, and make decisions about space allocation and space design to meet program needs. In making its decisions, SEDA shall consider the Campus Master Plan, communicate with the Campus Master Plan Review Team, take account of the University's academic priorities and strategic initiatives, and interact with the Strategic Budget and Planning Council (5.55.10 – 5.55.14). The Vice President of Administration and Finance shall review space allocation plans before they are implemented. *Administrative Report September 2015*

**5.41.11** The committee shall meet monthly. It shall be comprised of the Director in Capital Planning and Design, the University's Space Planner, the Vice Provost for Enrollment Management; the Assistant Vice President for Business Services; the Directors of Capital Projects and Facilities Planning, a representative from Academic Planning; representatives from the Strategic Budget and Planning Council; and faculty representatives appointed by the Faculty Senate. The President shall appoint the chair. *Administrative Report September 2015*

**5.42.10 Building Committees** shall be appointed by the President for the purpose of advising the President with regard to the construction or renovation of University facilities or other assets which affect the delivery of academic programs or administrative operations and have a project budget in excess of \$1,000,000.

**5.44.10 The Diversity Week Committee** shall develop and organize an annual program for the University of Rhode Island community that provides a variety of workshops, speakers, films and musical events for faculty, students, staff and citizens of the state to encourage respect for diversity and to work toward overcoming prejudice.

**5.45.10 The President's Council on Sustainability** shall provide guidance and oversight of the University of Rhode Island's commitment to sustainable practices in the day-to-day life of the University. The Council shall review plans, provide advice on best practices, support initiatives and imagine solutions for the greening of URI, ranging from reduction of its carbon footprint to the inculcation of sustainable values in all aspects of the enterprise.

**5.45.11** The membership shall comprise faculty, staff, undergraduate and graduate student representatives appointed by the President. The Vice President for Administration and Finance shall serve as chair

**5.47.10 The Campus Security and Parking Advisory Committee** is charged with the responsibility of advising the Director of Public Safety in formulating policy, facilitating communications with all segments of the campus community, representing valid concerns of the campus community, and generally acting as a sounding board for complaints, concerns, and ideas. The committee shall make recommendations regarding all plans, programs, and regulations affecting the

various University traffic systems, and shall advise the President and appropriate Vice Presidents about other aspects of the campus security system.

**5.47.11** The committee shall be comprised of seven voting members: three faculty members, two students and two staff members, one of whom shall be the Coordinator of Handicapped Services. The Director of Public Safety shall serve as an *ex officio* non-voting member. The voting members shall be appointed by the President from a list of nominees forwarded by each of the following constituency groups: the Faculty Senate, the Student Senate, the Graduate Student Association and the ACT/NEA (as per the Collective Bargaining Agreement). The President shall appoint the chairperson.

**5.47.12** Day-to-day problems and complaints based upon existing decisions and regulations of the committee shall be the responsibility of the Assistant Vice President for Business Services. All requests for action on matters regarding University parking and traffic shall be in writing, dated, and delivered promptly to the Office of the Assistant Vice President for Business Services.

**5.47.13** All requests or recommendations for expenditures of funds regarding traffic systems shall be coordinated with this committee.

**5.50.10 The Health Professions Advisory Committee** shall comprise the Health Professions advisor, faculty, and staff members appointed by the Health Professions advisor who acts as chair of the committee. The committee, working with the Health Professions advisor, shall identify students interested in qualifying for admission to professional medical schools, including allopathic and osteopathic medicine, dentistry, optometry, and physician assistant programs. The committee shall counsel such students to ensure that they meet the general minimum qualifications for admission to such schools and shall provide guidance to students as they draft their applications and prepare for interviews. The committee shall also counsel students regarding the relevant standardized graduate admissions tests (MCAT, DAT, etc.) and maintain contact with the professional schools and their national organizations. In consultation with the Committee, the Health Professions advisor shall prepare committee letters of holistic evaluation for qualified students and assist both the students and the admissions boards of the colleges with other information that might be requested. *Administrative Report September 2015*

**5.55.10 The Strategic Budget and Planning Council (SBPC)** shall provide a transparent and inclusive process for the planning, budgeting, and assessment of university strategic directions, investments, and facilities. The Council shall be advisory to the President. It shall ensure that the University's Strategic Plan and Mission guide resource allocation and investments. Members of the Council shall bring expertise representing various aspects of the university community, but shall make decisions based on the best interests of the university as a whole. *Administrative Report September 2015*

**5.55.11** The Council's guiding principles shall be that: a) an open, understandable, transparent system is important to the process of defining strategic priorities and allocating the resources of the University; b) a strong linkage must exist between the budget and the strategic priorities of URI; c) budget recommendations shall be guided by the university's mission and strategic plan and shall connect financial investments, strategic priorities, and expected outcomes; d) shared governance entails shared responsibility for the health and vitality of the institution; e) members operate from a university-wide perspective and must have the capacity and inclination to both inform analyses and understand the implications of the Council's recommendations; and f) annual evaluation of plans and budgeting allocations is an important component of the planning and budgeting process.

**5.55.12** The Strategic Budget and Planning Council shall a) review budget proposals by divisions of the University and make budgetary recommendations for developing the University's yearly budgets that address strategic priorities, obligations, and other initiatives; b) develop and implement a budget planning cycle for decision-making that corresponds with State budget cycles; c) ensure that within each Division and Athletics there are guidelines and processes for planning and budgeting that facilitate collaboration and transparency and ensure effective use of resources; d) ensure that internal priorities identified through divisional planning are aligned with the overall University Strategic Plan and the Academic Plan and that potential resource allocations and reallocations within the divisions are recommended using a set of budget guidelines, principles, and procedures; these processes shall lead to a set of priorities from each division; e) conduct evidence-based analysis of the priorities and allocations emerging from the divisions, vetting priorities within divisions through the lens of institutional needs and directions and establishing indicators to assess outcomes; and f) recommend to the President a proposed University budget including potential institutional investments, funding recommendations (allocations and re-allocations), and rationale for proposed actions.

**5.55.13** The Council shall conduct an annual retrospective assessment of previous investments in the context of the Strategic Plan and Academic Plan and make related recommendations for modification for future budgeting and planning.

**5.55.14** The membership of the Strategic Budget and Planning Council shall have balanced representation from the University community, while maintaining a functional size. The Provost and Vice President for Academic Affairs shall serve as Chair and the Vice President for Administration and Finance as Vice Chair. Other members shall include academic Deans, at least four faculty members appointed jointly by the Senate and the President to two year staggered terms, and additional members chosen and appointed by the President from, but not limited to, representatives of the Student Senate and Graduate Student Association, athletics, university staff, external friends of the university, or other administrators. The Special Assistant for Academic Planning and the Office of Budget and Financial Planning shall provide staff support services to the Council. Other university offices, including but not limited to Institutional Research and Enrollment Services, may provide services and advice as requested by the Council.

### **General Faculty or Graduate Faculty Committees**

**5.60.10 The Honorary Degree Committee** is a committee of the General Faculty. It shall comprise the Provost and Vice President for Academic Affairs, the Executive Director of External Relations and Communications, or representative, the Director of Communications and Marketing, and the Chief of Staff, President's Office; four members appointed by the President, one representing the alumni, one representing the community, two student members from the graduating class selected from a list recommended by the Student Senate; and three faculty members appointed by the Faculty Senate in accordance with Senate By-Laws [section 6.3](#). Except for the two student members, the members appointed by the President and by the Faculty Senate shall serve for two-year terms. The Executive Assistant to the Provost and Vice President for Academic Affairs shall provide staff support to the committee. *Administrative Report September 2015*

**5.60.11** The committee shall determine its own procedures, which may include appointing and discharging ad hoc subcommittees. It shall solicit names of persons of outstanding academic, professional, and civic attainments to be considered as candidates for honorary degrees and make recommendations to the President. The committee shall recommend to the President names of possible commencement speakers. It shall, at the request of the President, make recommendations on naming buildings and streets within the jurisdiction of the University.

**5.65.10 The Graduate Council** shall comprise 19 representatives of whom 15 are faculty members (12 elected by the Graduate Faculty, one elected by the Library Faculty, and two appointed by the Dean of the Graduate School, three are graduate students, and the nineteenth is the Dean of the Graduate School, who serves as a non-voting *ex officio* member. Representation of the 13 elected members is as follows:

- Alan Shawn Feinstein College of Education and Professional Studies (1)
- College of Business (1) ([#17-18-26D](#))
- College of Engineering (1)
- College of the Environment and Life Sciences (1)
- College of Health Sciences (2)
- College of Nursing (1)
- College of Pharmacy (1)
- Graduate School of Oceanography (1)
- College of Arts and Sciences (3):

*Natural Sciences:* Chemistry, Computer Science and Statistics, Mathematics, Physics (1)

*Social Sciences:* Library and Information Studies, Political Science (1)

*Humanities:* Communication Studies, English, History, Modern and Classical Languages and Literatures, Music (1)

- University Libraries (1)

Graduate student members of the Graduate Council shall include the following: The President (or, at the discretion of the President, but not interchangeably, the Vice President) of the Graduate Student Association, serving for the academic year following his/her election or reelection; and two graduate students chosen by the Graduate Student Association to serve one-year terms, but eligible for one reelection. [#16-17-18](#), [#19-20-30](#)

**5.65.11** Prior to the expiration date of the term of a member of the Graduate Council, the Dean of the Graduate School shall request the dean of the college or school concerned to appoint a nominating committee comprising members of the Graduate Faculty only.

**5.65.12** The nominating committee shall nominate at least two members of the Graduate Faculty for each position to be filled on the Graduate Council.

**5.65.13** Nominees shall be presented to the Graduate Faculty of their respective college or graduate school, convened in a special meeting. Further nominations may be made from the floor at that time.

**5.65.14** Members of the Graduate Faculty of each college or graduate school shall vote only for their own representative. In the special case of the College of Arts and Sciences, Graduate Faculty members of that college shall vote for all candidates in their college, regardless of the academic discipline of the nominee or voter. However, nominees shall be so selected that at all times there shall be on the council elected representatives from each of the three divisions, and a member-at-large from any one of the three divisions.

**5.65.15** Elections shall be determined by majority vote of those present and shall be for one three-year term or for a specified portion of an unexpired term.

**5.65.16** Appointments by the Dean of the Graduate School shall be for one three-year term. However, a faculty member appointed to an unexpired term shall be eligible to succeed himself/herself for one term. ~~#19-20-30~~

**5.65.17** Elections and/or appointments to fill positions at the expiration of regular terms shall be in May. Terms of office shall end at the end of the academic year specified in the election or appointment.

**5.65.18** An unexpired term in an elective post shall be filled by election by the appropriate faculty or if an appointive post is vacated, by appointment by the Dean of the Graduate School. ~~#19-20-30~~

**5.65.19** An elected member of the Graduate Council shall not be reelected to succeed himself/herself, and one year shall elapse before such a faculty member shall become eligible for reelection. However, a faculty member elected to an unexpired term shall be eligible to succeed himself/herself for one term if duly elected. ~~#19-20-30~~

**5.65.20** The Graduate Council shall elect a chair for a two-year term at the first meeting the Graduate Council at the start of the academic year. The Chair shall lead the work and preside over the meetings of the Graduate Council. The Chair of the Graduate Council will work closely with the Dean of the Graduate School to develop agendas for the meetings of the Graduate Council. The Administrative Assistant to the Dean of the Graduate School shall be the Secretary for the Council. The Secretary shall be responsible for distributing agendas and minutes of the meetings of the Graduate Council to the Graduate Faculty under 5.65.24 and 5.65.25. ~~#19-20-30~~.

**5.65.21** Regular meetings of the Graduate Council shall be held at least once a month during the academic year.

**5.65.22** Special meetings of the Graduate Council shall be held upon the call of the Chair of the Graduate Council, or at the request of the Dean of the Graduate School, or at the request of two or more members of the Graduate Council, or by vote of the Council at any regular or special meeting, or by request of 10 members of the Graduate Faculty. ~~#19-20-30~~

**5.65.23** Meetings of the Graduate Council shall be open to all members of the Graduate Faculty. Members of the Graduate Faculty may address the Graduate Council at the request of the Council or with permission of the Chair of the Council granted prior to calling the meeting to order. ~~#19-20-30~~

**5.65.24** At least 72 hours prior to each meeting of the Graduate Council, the basic agenda of the business to be conducted shall be provided to members of the Graduate Faculty. ~~#19-20-30~~

**5.65.25** Minutes of each meeting of the Graduate Council shall be posted on the Graduate School's website within one week following the approval of the minutes. ~~#19-20-30~~

**5.65.26** A quorum of the Graduate Council shall be nine members, exclusive of the Dean of the Graduate School, who is a non-voting *ex officio* member. ~~#19-20-30~~

**5.65.30** The Graduate Council, acting on behalf of the Graduate Faculty and subject to the referendum power of the Graduate Faculty and to the stated powers of the Senate, the President, and the RI Office of the Postsecondary Commissioner, shall exercise the following powers (5.65.31 – 5.65.37):

**5.65.31** Determine requirements for admission of students to graduate work, their candidacy for degrees, and the awarding of degrees.

**5.65.32** Approve, subject to the action of the Faculty Senate, all programs of graduate instruction and all courses carrying graduate credit.

**5.65.33** Act upon all petitions from graduate students relating to their academic work and degree requirements.

**5.65.34** Establish academic standards for all graduate work.

**5.65.35** Recommend to the Graduate Faculty for its approval the names of students who have completed requirements for degrees.

**5.65.36** Make recommendations to the Faculty Senate on all matters relating to teaching and research on the graduate level.

**5.65.37** Establish such standing and special committees as it deems necessary to carry out its functions.

**5.65.40** The Graduate Faculty may review decisions made by the Graduate Council. Upon petition to the Dean of the Graduate School signed by 25 Graduate Faculty members and presented to him/her within 14 days, exclusive of recognized academic vacations, after the date of posting of the minutes of the Graduate Council meeting, the Dean of the Graduate School shall call a meeting of the Graduate Faculty, giving at least 10 days' notice thereof, exclusive of recognized academic vacations. At this meeting, the decision or decisions objected to shall be the first items on the agenda. A majority vote of those present, provided that a quorum is in attendance, shall decide the matter. If a quorum is not present, the action of the Graduate Council shall stand approved. ~~#19-20-30~~

**5.65.41** Actions of the Graduate Council, other than those which must be approved by the Faculty Senate and the President shall become effective when signed by the Dean of the Graduate School, or the Dean shall insert in the minutes a formal statement of disapproval. In the latter case, the procedure stated in 5.65.42 shall be followed. ~~#19-20-30~~

**5.65.42** If the Dean of the Graduate School shall disapprove of any action voted by a majority of the Graduate Council, the Chair of the Graduate Council shall place the item on the agenda for the next meeting of the Council, noting the reason for disapproval. If an agreement between the Dean and the majority of the Council is not reached at this second meeting, the item objected to by the Dean shall be made the first order of business at a special meeting of the Graduate Faculty. A majority of those present at the Graduate Faculty meeting, provided that a quorum is in attendance, shall decide the matter. If a quorum is not present, the disapproval of the action shall stand. ~~#19-20-30~~

**5.65.43** The provisions of those sections applying to the Graduate School, the Graduate Faculty and the Graduate Council may be amended by two-thirds majority vote of those present and eligible to vote at any regular or special meeting of the Graduate Faculty, provided a quorum is present, but a proposal to amend shall not be voted upon at the meeting at which it is first moved.

### **Joint Committees of the Faculty Senate and the President**

**5.70.10 The Joint Committee on Academic Planning (JCAP)** shall address academic planning and accreditation of the University. The recommendations of the Committee are advisory to the Office of the Provost and the Faculty Senate. It shall assist in monitoring progress of the University's Academic Plan by suggesting modifications, additions, and deletions to the Plan as well as creating and coordinating task forces. The Committee shall be responsible for the regular review of the Academic Plan and ensure that it continues to reflect the needs of the University in light of new opportunities and challenges. It shall be responsible for periodic and systematic review of various aspects of the institution as required by the New England Association of Schools and Colleges and shall ensure that the results of these reviews are used for continuing improvement. The Committee shall be provided, upon request, with necessary data and information by University colleagues across all Divisions and by representatives of Academic Plan task forces. ~~#09-10-26~~

**5.70.11** The Joint Committee on Academic Planning shall be chaired by the Provost and Vice President for Academic Affairs with the Vice Chair of the Faculty Senate serving as JCAP vice chair. Members of the Committee shall include the Vice Provost for Faculty Affairs; Special Assistant to the Provost for Academic Planning; Associate Vice President for Community, Equity, and Diversity; Dean of Students in Student Affairs; Vice President for Research and Economic Development; Dean of the Graduate School; a Dean appointed by the Provost; four members of the Faculty Senate Executive Committee; chairs of the following Faculty Senate committees: Curriculum and Standards, Academic Program Review, and General Education Subcommittee; the Academic Chair of the Student Senate and President of the Graduate Student Association or their designees. Other individuals from the URI community, such as the Assistant Vice President for Business Services, may be called upon to participate and contribute. ~~#09-10-26 #12-13-4 #15-16-15D #16-17-21, #17-18-23~~

**5.70.12** The Joint Committee on Academic Planning shall meet on a regular basis as needed, typically monthly, and shall submit recommendations to the Provost, the Faculty Senate, and committees of the University, as it deems appropriate. The Chair and Vice Chair of the Committee shall report to the Faculty Senate at least once each academic year, typically at a Senate meeting prior to April, and to the university community as appropriate. ~~#09-10-26~~

**5.73.10 The Student Rights and Responsibilities Committee** shall review all student non-academic regulations at the request of the President, the Vice President for Student Affairs or any other appropriate authority or body; review regularly all student non-academic regulations and policies for publication in the student handbook; recommend modifications as deemed appropriate by means of action through the Student Senate, Faculty Senate, or administration; and serve as an advisory board when called upon by the President or the Vice President for Student Affairs. ~~#02-03-33~~

**5.73.11** This committee shall also periodically review policies related to student discipline, the procedures and operation of the conduct system, and the composition of conduct boards. The committee shall consider proposals for changes in the conduct system recommended by the Office of Student Life or other members of the University Community, and shall recommend appropriate modifications to the Faculty Senate. The committee is precluded from involvement in any aspect of individual conduct cases or in the daily operation of the Office of Student Life. ~~#02-03-33~~

**5.73.12** The membership shall comprise the Dean of Students as chairperson, two faculty members appointed by the Faculty Senate, two members from the Division of Student Affairs and four undergraduate students appointed by the Student Senate and one graduate student appointed by the Graduate Student Association. For the review of policies related to student discipline and the conduct system, two additional faculty members appointed by the Faculty Senate shall augment the membership. ~~#02-03-33~~

**5.73.13** The committee shall report to the Vice President for Student Affairs on issues related to social regulations and to both the Vice President and the Faculty Senate on policies related to student discipline. ~~#02-03-33~~

**5.74.10 The University Judicial Board** shall, through hearing panels drawn from it, hear and adjudicate cases of alleged violations of community standards of behavior or university policies as referred to it by the Office of Student Life. Procedures to be followed are found in ~~sections 9.18.10-9.25.10. #05-06-2E~~

**5.74.11** The Board shall comprise six or more undergraduate student members, at least one graduate student member, and six faculty or staff members appointed by the Faculty Senate. The faculty or staff members shall be of the rank of assistant professor/assistant director or above. They may also be chosen from the group of faculty emeriti. Five board members shall constitute a quorum.

**5.74.12** New student members shall be selected by the existing board. In selecting new members, the Board shall make every effort to provide Board representation for each of the following groups: Fraternities/sororities, residence hall students, and commuters. Care shall also be taken that the interests of minority groups be considered in the selection process. Only full-time students who do not have current judicial sanctions shall be allowed to serve. The Office of Student Life shall appoint a Conduct Board Advisor, who shall not be considered a member of the Board, but who shall be present at board meetings. ~~#07-08-34~~

**5.74.20 Hearing Panels.** For each case to be adjudicated, a hearing panel shall be drawn from the Conduct Board. Panel members shall be appointed from the Conduct Board members by the Dean of Students Office, Office of Community Standards. Faculty or staff who have been Conduct Board members in the past and who are conversant with the current system may be asked to serve on individual hearing panels when a sufficient number of current Conduct Board members

are not available. For non-academic cases, each panel shall comprise one student member, one faculty and one staff member. In cases where faculty or staff are unavailable, two faculty or two staff members would be sufficient. For academic cases involving undergraduate students, each panel shall comprise two faculty members and one undergraduate student member. For academic cases involving graduate students, each panel shall comprise two faculty members and one graduate student member. For cases involving sexual misconduct and relationship violence involving undergraduate students each panel shall comprise three faculty and/or staff members. Each hearing panel shall also have an advisor, to be appointed by the Dean of Students. The role of the advisor, who shall not be considered as a member of the panel, is spelled out in 9.21.10. #04-05-32 #05-06-2E, #18-19-6

**5.74.21** A student member elected by a majority vote of the Board shall chair hearing panels. Alternatively, if the Board concurs, the Board advisor may rotate the task of chair among the student members.

**5.75.10 The University Appeals Board** shall hear all appeals of administrative actions (see 9.21.25), appeals of decisions of the panels drawn from the Judicial Board, and appeals of decisions of any other disciplinary board or panel, which may be formed at the direction of the Dean of Students. Procedures to be followed are found in sections 9.21.29-9.21.30. #05-06-2E

**5.75.11** The Appeals Board shall comprise one full-time student (who does not have a current judicial sanction) appointed by the President of the Student Senate and one member of the teaching faculty appointed by the Chairperson of the Faculty Senate, and a chairperson holding the rank of assistant professor or above appointed by the President of the University. For a graduate student's appeal, the Graduate Student Association shall appoint a graduate student member to the Board. Alternates for each position shall be appointed by the appointing authorities. A quorum shall require the presence of all three Board members; however, when duly appointed members or alternates cannot be convened quickly, former members of the Appeals Board may be called upon to serve, providing proper Board composition is maintained. The Office of Student Life shall appoint an Appeals Board Advisor, who shall not be considered a member of the board, but who shall be present at Board meetings. #07-08-34

**5.75.12** Excepting the chairperson, members and alternates shall be appointed for two-year terms on a staggered basis with one student and one faculty completing their terms each year. The chairperson shall be appointed for a three-year term. Vacancies occurring in a board position shall be filled by the alternate for the remainder of the term. If a board position becomes vacant and no alternate is available, the original appointing authority shall appoint a replacement for the completion of the remainder of the term.

**5.76.10 Administrator Evaluation Committees** shall be established within each administrative unit to conduct administrator evaluations as described in sections 10.90.10 – 10.90.17. #13-14-26

**5.76.11** Each administrator evaluation committee shall consist of 5 members of the tenure-track faculty. Three members shall be selected from a slate of nominees or volunteers by the Faculty Senate Executive Committee. The administrator shall choose one member of the committee. In addition, the President or Provost as appropriate shall choose one member of the committee. All members of the committee shall usually come from the constituent group. Committee members shall be selected from the following groups: a) for the academic deans of: the Alan Shawn Feinstein College of Education and Professional Studies, the College of Arts and Sciences, the College of Business, the College of Engineering, the College of the Environment and Life Sciences, the College of Health Sciences, the College of Nursing, the College of Pharmacy, and the University Libraries: all tenure-track faculty within the academic or administrative unit; b) for the Dean of University College for Academic Success, the Dean of the Graduate School, the President, Provost and Vice President for Academic Affairs, Vice President for Research and Economic Development, the Chief Information Officer, and the Vice Provost for Faculty Affairs: all university tenure-track faculty. #07-08-4 #13-14-26, #18-19-33

**5.76.12** The constituent groups shall be defined as the following: a) for academic deans of: the Alan Shawn Feinstein College of Education and Professional Studies, the College of Arts and Sciences, the College of Business, the College of Engineering, the College of the Environment and Life Sciences, the College of Health Sciences, the College of Nursing, and the College of Pharmacy: all college faculty (tenure-track, research, clinical and teaching); b) for the President, Provost and Vice President for Academic Affairs, the Chief Information Officer, the Vice Provost for Faculty Affairs, the Dean of University College for Academic Success, the Dean of University Libraries: all faculty (tenure track, research, clinical and teaching); c) for the Vice President for Research and Economic Development: all faculty (tenure track, research, and clinical); d) for the Dean of the Graduate School: all graduate faculty (tenure track, research, and clinical). #07-08-4 #13-14-26 #15-16-15D #16-15-21, #18-19-33

**5.77.10 – 5.77.12 The Admissions Advisory Committee.** Deleted 2016. #16-17-9

**5.78.10 The Joint Committee on Online and Distance Learning** shall propose, examine and recommend institutional policies and practices for developing, planning, evaluating, and implementing online and distance learning offerings with a focus on quality, sustainability, and connection to the mission of the institution, with the approval of the Faculty Senate and the Provost. Such policies may include, but are not limited to, those regarding standards for faculty training and assurance of quality in the delivery of online offerings, expectations of students, student learning outcomes and assessment (in collaboration with the Office of Student Learning, Outcomes Assessment, and Accreditation and appropriate entities), class size guidelines, intellectual property, compliance with Americans with Disabilities Act requirements, and reasonable accommodations dealing with access and digital divide issues. In addition, the committee shall consult with the appropriate University personnel on policies regarding national trends (i.e., interstate practices and regulations) associated with distance learning. #12-13-1

**5.78.11** The committee shall provide advice and guidance to the Provost and Faculty Senate in the development and implementation of a strategic plan for online offerings, including web-enhanced, blended, and online courses; online certificate programs; and online and distance degree programs, including majors and minors. In its work, the committee will consult with the appropriate committees and the various colleges. #12-13-1

**5.78.12 Membership.** The committee shall comprise the Director of the Office for the Advancement of Teaching and Learning who shall serve as Chair, and the Assistant Director of Online Learning and the Director of Media & Technology Services by virtue of their positions. The Provost shall appoint a designee from the Office of the Provost, and a dean of a degree-granting college. The Faculty Senate shall appoint six faculty members to staggered three-year terms. A graduate student and an undergraduate student, appointed respectively by the Graduate Student Association and the Student Senate, shall also serve on the committee. The faculty appointees shall represent the University Libraries, the Curriculum and Standards Committee, the General Education Subcommittee, and the Graduate Council and may represent more than one of these constituencies. Faculty appointees may succeed themselves once. #12-13-1 #15-16-15D #16-17-21, #17-18-23

**5.80.10 The Bachelor of Interdisciplinary Studies (BIS) Curriculum Committee** shall review all proposals for (1) the creation, modification, or abolition of BIS concentrations; (2) the modification of the general education component of the BIS program; and (3) the creation, modification or abolition of BIS courses. The Dean of the Alan Shawn Feinstein College of Education and Professional Studies also shall review all such proposals. In the spirit of section 8.81.20, the BIS Curriculum Committee shall review plans for each offering of the open-ended BIS Seminars. #10-11-14

**5.80.11 The Bachelor of Interdisciplinary Studies (BIS) Curriculum Committee** and the Dean of the Alan Shawn Feinstein College of Education and Professional Studies shall consult with the affected supporting departments before forwarding curriculum proposals to the Faculty Senate Curricular Affairs Committee. Proposals that have staffing or course scheduling implications must also be discussed with the appropriate college dean(s). The chairpersons of all BIS support departments shall receive copies of all approved BIS curricular proposals at least one week prior to the consideration of the proposals by the Faculty Senate Curricular Affairs Committee. #10-11-14

**5.80.12** The membership shall comprise two members of the Interdisciplinary Studies Faculty representing each BIS concentration, elected by the faculty of the departments which support the concentration, and one elected representative of the temporary lecturers who are teaching sections of the BIS Pro-Seminar at the time of the election. The Dean of the Alan Shawn Feinstein College of Education and Professional Studies (or designee) shall serve as an advisor to the committee. The committee shall elect its own chairperson. Members of the committee shall be elected for two-year terms and may succeed themselves once. #10-11-14

**5.80.13** The BIS Curriculum Committee shall select with the approval of the Dean of the Alan Shawn Feinstein College of Education and Professional Studies three members of the tenure-track URI faculty to serve as a BIS Special Faculty Committee. One person shall be selected from each of the following areas of the College of Arts and Sciences: Social Sciences, Natural Sciences and Humanities. The BIS Special Faculty Committee shall review the professional qualifications of persons other than tenure-track URI faculty members who wish to teach BIS courses as temporary lecturers. Persons who have once been appointed as temporary lecturers for the BIS Pro-Seminar may be reappointed in that capacity by the Dean of the Alan Shawn Feinstein College of Education and Professional Studies without a second review by the BIS Special Faculty Committee. Committee members shall serve three-year terms. Terms shall be filled on a staggered basis with one term expiring each year. #10-11-14

**5.81.10 The Bachelor of Interdisciplinary Studies (BIS) Scholastic Standing Committee** shall certify lists of potential BIS graduates on behalf of the Interdisciplinary Studies Faculty and shall be empowered to approve requests from BIS students for suspension of those academic regulations which the colleges of the University are empowered to

suspend. The committee may delegate to the Dean of the Alan Shawn Feinstein College of Education and Professional Studies the authority to rule on student petitions of specific types. #10-11-14

**5.81.11** The composition and manner of election to the BIS Scholastic Standing Committee shall be the same as those for the BIS Curriculum Committee described in section 5.80.12, except that only one faculty member shall be elected for each concentration and that the temporary lecturers shall not be represented. #10-11-14

**5.83.10 The Providence Campus Undergraduate Initiative Committee** shall oversee undergraduate programs offered on the Providence Campus to students admitted under the provisions of section 8.88.10. The committee shall provide advice and support to the Dean of the Alan Shawn Feinstein College of Education and Professional Studies and the Vice Provost for Faculty Affairs during the initial stage of the initiative. After the establishment phase, the committee shall review the initiative every 4 years. Specific degree programs will be reviewed every three years on a staggered basis in accordance with the University's current review policies. #05-06-1

**5.83.11** The committee shall be comprised of the following members: one faculty member appointed by each department which offers an undergraduate program at the Providence Campus; three faculty members appointed by the Faculty Senate in consultation with the Provost and Vice President for Academic Affairs from departments that do not offer undergraduate programs; and a designee of each of the following: the Provost and Vice President for Academic Affairs, the Dean of the Alan Shawn Feinstein College of Education and Professional Studies, the Dean of University College for Academic Success, and the Dean of Admissions. Faculty members shall be appointed for three-year staggered terms. One of the Faculty Senate's appointees shall serve as chair. #05-06-1

**5.83.12** The committee shall meet on a regular basis and report annually to the Faculty Senate through the Curricular Affairs Committee on the status of the overall Providence Campus initiative. Recommendations shall be forwarded to the Provost and Vice President for Academic Affairs and the Faculty Senate Curricular Affairs Committee for appropriate action. #05-06-1

**5.84.10 The Learning Outcomes Oversight Committee (LOOC)** shall create policies for URI student learning outcomes assessment, data distribution and frequency of measurement at the university-wide level, with the approval of the Faculty Senate and the Provost. Such policies would include but not be limited to external reporting and the release of assessment data, setting of standards for outcomes assessment, identification of strengths and limitations of existing assessment practices and recommendations for resource allocation to enhance assessment practices. #06-07-25

**5.84.11** The committee shall provide advice and guidance to the Office of Student Learning, Outcomes Assessment, and Accreditation relevant to faculty learning of best practices of student learning outcomes and assessment and oversee implementation and facilitation of approved policies by the Office of Student Learning, Outcomes Assessment and Accreditation. #06-07-25

**5.84.12** The committee shall also develop an ongoing review of the learning outcomes assessment process, interpret external expectations for university-wide learning outcomes assessment, including those of accreditation bodies and facilitate internal communication across units regarding ways of meeting those expectations. #06-07-25

**5.84.13** The membership shall include faculty members appointed by the Faculty Senate: two from Arts & Sciences, one from each of the other degree-granting colleges and one from the University Libraries, one faculty representative of each of the following committees: the Curriculum and Standards Committee, the General Education Subcommittee, the Teaching, Advising, and Assessment Committee, and the Graduate Council. Faculty representatives should be individuals involved in assessment in their departments/colleges. All faculty appointments shall be for three-year staggered terms. In addition, administrative members shall include the Vice Provost for Faculty Affairs; the Dean of University College for Academic Success or the dean's designee; the dean of a degree-granting college; one designee of the Vice President for Student Affairs; one representative of the Office of Institutional Research; the Director of the Office for the Advancement of Teaching and Learning or designee; and the Assistant Director of the Office of Student Learning, Outcomes Assessment, and Accreditation. A graduate student and an undergraduate student, appointed respectively by the Graduate Student Association and the Student Senate, and a student representing the Alan Shawn Feinstein College of Education and Professional Studies, shall also serve on the committee. A faculty member appointed by the Faculty Senate in consultation with the Provost and Vice President for Academic Affairs shall chair the committee. #06-07-25, #07-08-40 #14-15-31 #15-16-15D #16-17-21, #17-18-23

**5.85.10 The Joint Classroom Steering Committee (JCSC)** shall serve as a steering group to the functional areas that manage and have responsibility for classroom upkeep and planning (MTS, Enrollment Services, and Business

Services). The committee shall be responsible for the development of plans for all aspects of classroom planning and management, including, but not limited to, the development and management of a single classroom data-base, the establishment and updating of design standards, scheduling and planning, assessment of needs for classroom refurbishments and setting priorities, maintenance and ongoing management of classrooms and the coordination of resources for classroom upkeep and improvement. This committee shall also monitor progress and the execution of these plans. This committee shall be comprised of representatives from enrollment services, instructional technology, space planning, business services, property, facilities, the university architect, the President, the Provost and Vice President for Academic Affairs, and at least three representatives of the faculty, one of whom shall be an academic department chair, appointed by the Faculty Senate. The chairperson shall be selected by the committee and confirmed by the Faculty Senate and the President. #06-07-15

**5.85.11** The JCSC shall form appropriate subcommittees, chaired by the representatives of the offices and groups identified in 5.85.10. These subcommittees shall meet regularly and report to the JCSC at each of its meetings. #06-07-15

**5.85.12** The JCSC shall meet at least twice each semester and shall report annually to the Faculty Senate on the status of classrooms at the University. #06-07-15

**5.86.10 The Academic Program Review Committee (APRC)** shall develop and maintain the academic program review instrument. The committee shall coordinate the administration of the review, oversee the collection of data, and compile and disseminate information resulting from the review as outlined in sections 8.86.10 – 8.86.14. When academic program reviews are conducted, the committee shall serve as a resource to departments and programs being reviewed. The committee shall receive and respond to comments regarding the program review process, including, but not limited to, the academic program review instrument. #05-06-22

**5.86.11** The committee shall be comprised of at least four faculty members appointed by the Faculty Senate, two representatives of the Provost and a representative of the President. Faculty members shall serve three-year terms, shall be appointed on a staggered basis and may succeed themselves for one additional three-year term. #05-06-22

**5.90.10 Standing Committees of the Faculty Senate** are created by the Faculty Senate. See By-Laws of the Faculty Senate, Section 4.

# Part II

## Regulations of the University

### Chapter 6 – Rights and Responsibilities

**6.10.10** Policy Statement on Freedom of Expression. Faith in the fundamental importance of freedom forms a major theme in the history, government and tradition of the State of Rhode Island and Providence Plantations and of the United States of America. Freedom is also recognized on practical grounds as vital to the scholar in his/her search for and dissemination of truth. Although academic freedom is not written into law, it is well established in custom and grounded in traditions of long standing in the colleges and universities of the Western world, protecting professional scholars and teachers from interference with their obligation to pursue truth. Though it is a specific kind of freedom peculiar to members of the teaching profession in higher education, its benefits ultimately accrue as much to the public at large as to the scholars themselves. In fact, the present age of accelerating change emphasizes that education must stress development of the capacity for critical thought, a capacity that can be achieved only when freedom in inquiry and discussion prevail. Therefore, in accordance with the ideals of state and nation, and in order that the institutions under its jurisdiction might perform well the functions for which they are established, the former Board of Trustees of State Colleges affirmed its unqualified acceptance of the principle of freedom in inquiry and expression.

**6.11.10** The Faculty. Academic freedom has been defined and codified in a statement of principles that was prepared by representatives of the American Association of University Professors and the Association of American Colleges. Adopted by both organizations in 1941 and later endorsed by many other professional and learned societies, it is known as “The 1940 Statement of Principles on Academic Freedom and Tenure.” The former Board of Trustees of State Colleges and the University of Rhode Island unconditionally endorsed the 1940 Statement, including the following pertinent passages:

**6.11.11** “Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher\* or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

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\* The word “teacher” as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.

**6.11.12** “Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspects is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

**6.11.13** “The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

**6.11.14** “The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

**6.11.15** “The college or university teacher is a citizen, a member of a learned profession, and an officer of an education institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a person of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.”

**6.11.16** Academic Freedom means inter-alia that political beliefs, political activities and political associations shall not be used as criteria in reaching decisions about hiring, termination, promotion and tenure.

**6.11.19** Graduate Study for Faculty. Ordinarily, a faculty member may become a candidate for a graduate degree at this institution only if s/he holds the rank of instructor or its equivalent as defined in [Section 7.10.10](#), with inherent rights of attaining salary increments, tenure, and promotion. Faculty members of higher rank than instructor are encouraged to attain advanced degrees and continue study at other institutions. However, faculty members of higher rank than that of instructor shall have this privilege under the following specific conditions:

a. The program to which the faculty member applies for matriculation has not been identified by the Vice Provost for Graduate Education, Research and Outreach as oversubscribed.

b. Taking the degree represents retraining or adding competence and enhancing the faculty member's contribution to the institution rather than serving to qualify the person for initial appointment to the University faculty. Although this option may be used for the retraining and redirecting of faculty, the entry into matriculation for a degree shall not constitute a presumption of eligibility for another position at the University.

c. Unless specific, alternate arrangements are made no released time from teaching, scholarship, or service shall be part of the decision to accept a faculty member's application for matriculation.

d. Permission to apply for matriculation shall be obtained in advance from the faculty member's department chair, the dean of the college in which the faculty member holds rank and the Vice Provost for Graduate Education, Research and Outreach (for those wishing to pursue a graduate degree). After that step, ordinary procedures for processing applications will apply.

**6.11.20** Teaching Excellence. All teaching faculty are expected to strive for and maintain the highest standards of excellence in teaching effectiveness as set forth in the guidelines adopted by the Faculty Senate.

**6.12.10** The Students. Students seeking knowledge and understanding also need freedom to inquire, to conduct research and to exchange ideas through discussion, publication and such public presentations as in the fine arts. These opportunities are basic to education in and for a democratic society. The former Board of Trustees therefore declared that students in the institutions under its control should have freedom both of inquiry and of expression. In exercising such freedom and in discharging the rights and obligations of citizenship, students must also recognize their responsibilities to other individuals, to the University, to the state and the nation, and to society in general. Orderly and dignified expression and conduct are expected.

**6.12.11** The faculties of institutions of higher learning under the jurisdiction of the Board of Governors in the future shall adopt specific regulations stating in detail the meaning of this general principle for their respective campuses.

**6.12.12** To illustrate and amplify this statement, yet without restricting its meaning in any respect, the following more specific statements were made by the former Board of Trustees.

**6.12.13** Students shall be free to organize and join associations for educational, political, social, religious or cultural purposes. The fact of affiliation with any extra-mural association or national organization or political party, so long as it is an open affiliation, shall not in itself bar a group from recognition as a legitimate campus organization or from use of University facilities. However, no body of students shall organize and act as representatives of the University in outside activities unless approved and authorized by University authorities.

**6.12.14** The student government, student organizations and individual students shall be free to discuss any matters that affect them directly or indirectly as students or as citizens, to pass resolutions upon them, to circulate petitions, to distribute leaflets and to take other lawful action respecting them. Orderly demonstrations on campus are permitted.

**6.12.15** The principle of freedom of the press is fully applicable to all student publications. The University shall refrain from acts of censorship contrary to this principle.

**6.12.16** Visual presentation of information and ideas through the movies, the drama, the dance, painting, sculpture and other art form shall be as free from restraint as the presentation of ideas and information by means of speech or the printed page.

**6.12.17** Student organizations on the campus may freely select persons they wish to invite as guest speakers for their programs (see 6.14.10-17).

**6.12.18** A student organization, not curriculum-connected, shall be free to choose its own faculty adviser. The adviser shall consult with and advise the organization but shall have no authority or responsibility to regulate or control its activities unless such authority and responsibility are specifically stated and mutually agreed upon in advance.

**6.12.19** No disciplinary action shall be taken by the University against a student for engaging in such off-campus activities as political campaigning, or participating in public demonstrations, provided the student does not claim without authority to speak or act in the name of the University or one of its organizations.

**6.12.20** The University shall endeavor to develop in its students the realization that all citizens not only have the right but the obligation to inform themselves about problems and issues of concern to the community and the nation. It shall encourage students to formulate points of view regarding these issues and to give expression to them.

**6.12.21** The University maintains student records primarily for educational purposes, although student records are maintained for other purposes such as health and employment. Procedures for the release and disclosure of student records maintained by the University are in large measure governed by State and Federal laws. Guidelines incorporating the requirements of the Federal Family Educational Rights and Privacy Act of 1974 are published annually in the student handbook.

**6.13.10** Speakers on Campus. Students and faculty alike may freely select the persons they wish to invite to the campuses of their respective institutions as guest speakers other than those imposed by state and national law. Obviously, an invitation to a speaker does not imply approval or sponsorship of his/her views by the University or college or the Board of Governors, nor necessarily by the organization or person inviting him/her. Both students and faculty possess the same rights as other citizens to hear different points of view and to draw their own conclusions.

**6.14.10** Controversial Persons. The following guidelines govern visits to the campus by controversial persons.

**6.14.11** In all circumstances, the civil rights and liberties of every person involved shall be fully respected and protected from any abridgement whatsoever. There shall be no infringement upon the right of the speaker to present his/her views or of the visitor to perform his/her intended service or the right of members of the University community to hear the presentation or benefit from the performance of the intended service or the right of any persons to conduct orderly picketing or make other lawful forms of protest.

**6.14.12** Routine procedures required by the University in connection with the appearance of a guest speaker shall be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the affair is conducted in a manner appropriate to an academic community. University control of campus facilities shall not be used as a device of censorship.

**6.14.13** When it is known that a potentially controversial person is expected on the campus, with the likelihood of generating some form of protest or demonstration, the President of the University or his/her designated representative shall make every effort to arrange prior discussions with the probable protesting group or groups. The only purpose of such meetings shall be to establish mutually agreeable arrangements. In no case shall such discussion be construed as implying university endorsement of the protestors' position.

**6.14.14** If a formal protest or demonstration is held, it shall not be confined to a specified area, but persons, or signs or other devices used to express the protest shall not block sight, hearing, access or egress, or otherwise interfere with the orderly conduct of the event being protested or of normal University activities. In order to attain the latter objective, certain areas in which protest activity is to be prohibited may be defined in advance by mutual agreement between the University and the protesting parties.

**6.14.15** In the event of a visit to the University by a highly placed government official or a highly controversial person, special arrangements for the visit may be required. Any such arrangements shall be made by the University. Special rules and procedures shall be devised and promulgated by a special University committee representing the University administration (including the campus police forces), the faculty and the student body. Representatives of outside agencies may be invited either to advise or to serve upon the committee. In all such cases, the University shall maintain final control over arrangements, consistent with University rules and regulations.

**6.14.16** If any special rules are adopted, they shall be given wide publicity well before the event to which they apply. It is expected that every person on the campus shall act in a lawful manner and observe general and special University regulations. The Vice President for Student Development or designated representative shall be present at all occasions when controversy is likely to arise and shall request persons acting in an unseemly manner to desist from such action. Members of the campus community are subject to the disciplinary procedures stated in 9.20.10 and 7.41.10-11.

**6.14.17** The campus police shall normally handle such routine matters as traffic regulations in accordance with established procedures, and whatever problems arise from action in contravention of previously announced policies. In the event of violence, or of clear, unmistakable indication of probable violence, the responsible University official in attendance may authorize a call for additional assistance.

**6.20.10** Policy on Religious Observance. No faculty or staff member, administrator or student shall be discriminated against because of religious beliefs or practice.

**6.20.11** To facilitate course planning, the University Chaplains shall prepare and provide to staff and faculty a comprehensive listing of religious holy days that traditionally have precluded secular activity. This list shall be provided each semester at least one week prior to the first day of classes. See sections 8.51.11-14 for relevant university make-up policy.

**6.30.10** Policy Statement on the Use of Drugs on Campus. The University of Rhode Island asserts its commitment to promoting a drug-free environment. The University's commitment applies broadly to all segments of the campus community: faculty, staff, administrators, and students alike. The Drug and Alcohol Task Force is charged with developing policies and procedures and with recommending educational programs in furtherance of this commitment.

**6.30.11** With respect to controlled substances, The University of Rhode Island affirms its commitment to enforcement of federal and state statutes restricting the use of such substances as well as the regulations of the University itself pertaining to controlled substances.

**6.30.12** With respect to alcohol and tobacco, The University of Rhode Island recognizes the extreme health costs associated with the use of these substances and its responsibility to provide a positive model for young people who are in the process of consolidating attitudes and behaviors that will serve them, positively or adversely, throughout their lives. The University therefore asserts its commitment to enforce fully regulations pertaining to the illegal use of alcohol and drugs and to a program of active discouragement of the use of tobacco and the abuse of alcohol.

**6.30.13** With respect to performance-enhancing drugs, The University of Rhode Island strictly prohibits the use of drugs banned by the NCAA by members of athletic teams or individuals representing the University at athletic events. The Department of Athletics shall present and discuss the institutional policies with all athletes participating on intercollegiate sports teams. Student athletes will be required to sign the Awareness Statement Concerning Use of Drugs by Student Athletes.

**6.40.10** Accommodations for Qualified Students with Disabilities. All programs, activities and facilities of the University, when viewed in their entirety, must be accessible to qualified students. The Disability Services for Students in the Office of Student Life is responsible for determining students' eligibility for physical accommodations and, in cooperation with the appropriate academic deans, department chairpersons and faculty members, the selection of reasonable alternative means to satisfy the academic requirements of courses and programs of study. Student requests for accommodations are made via the Director, Disability Services for Students to the University member responsible for the program or activity. Such requests shall be made by the student himself/herself, a parent, legal guardian or other representative. (For Policy on Accommodation of Qualified Students with Disabilities see Appendix G. For further information, a regularly updated document titled *Policies and Procedures: Academic & Administrative Accommodations for Students with Disabilities*, is available through the Office of Student Life/Disability Services for Students.)

**6.40.11** Faculty shall make reasonable efforts to provide alternative means for qualified disabled students to fulfill course requirements. Academic Deans, in consultation with program directors and department chairs, shall modify academic requirements on a case by case basis to afford disabled students an equal opportunity. Academic requirements which the University determines and can demonstrate are essential cannot be modified.

**6.40.12** The student with a disability shall be responsible for self-identification to the Disability Services for Students in the Office of Student Life, providing appropriate documentation of disability, requesting accommodation in a timely manner, and follow-through regarding accommodations requested.

**6.40.13** University members shall use reasonable efforts to ensure confidentiality regarding student information related to a disability in accordance with the Family Educational Rights and Privacy Act.

**6.40.20** Appeal of Accommodation Decisions. A University member or student may request a review of an accommodation decision. The request for reconsideration is to be submitted to the Director, Disability Services for Students, who shall forward the request to the appropriate Vice President or the Provost for final determination.

**6.40.21** The Provost or appropriate Vice President shall review the information received, request additional information if necessary, and make a final decision. The Provost or Vice President shall transmit a decision to the student, the University member and the Director, Disability Services for Students.

## Chapter 7 – Faculty and Staff

NOTE: *Portions of this chapter may have been superseded by various Collective Bargaining Agreements.*

**7.10.10** There shall be four faculty ranks that include tenure-track and tenured faculty as well as non tenure-track research and clinical faculty. [Administrative January 2013]

### Order of Ranks

**Professor**  
**Associate Professor**  
**Assistant Professor**  
**Instructor**

**7.10.11** Those members of the faculty who retire and have reached the rank of associate professor or professor and have served the University a minimum of ten years immediately prior to retirement shall be granted emeritus status. Members of the administration with the title dean, provost, vice president and president who have served the University ten years in that capacity immediately prior to retirement shall be granted emeritus status.

**7.10.12** The University, recognizing the valuable contribution that faculty emeriti are able to render, shall make every effort to provide an office, secretarial assistance, working space and equipment to all who desire to continue their scholarly activities. These privileges shall be accorded on an annual basis by the appropriate academic dean upon recommendation of the department chairperson, depending upon the availability of funds and space, and the nature and value of the retired member's work.

**7.11.10 Titles with no right to rank or tenure.** Persons having the following titles (7.11.11 – 7.11.30) shall not have right of rank or tenure, except for rank for the positions in 7.11.25 (a, b, c) and 7.11.29 (a, b, c):

**7.11.11 Full-time non tenure-track teaching positions.** The three titles of full-time non tenure-track teaching positions include Lecturer, Senior Lecturer, and Teaching Professor. The Lecturer title is used to designate appointments of persons who are serving in a teaching capacity for a defined period of time.

There are two types of lecturers:

**Lecturer** is defined as a position in which an individual may be appointed to multiple one-year appointments. Lecturers may be eligible for the promotional process to Senior Lecturer. For more details, including, for example, degree requirements, annual review cycles, expectations and promotion information, see the *Agreement between the RI Council of Postsecondary Education and the URI Chapter of the AAUP*.

**Temporary Lecturer** is temporarily employed to cover courses for full-time faculty who are on sabbatical leaves, sick leaves, or in some cases in the interval between the allocation of a new faculty position and the subsequent appointment of the new faculty. Temporary lecturers shall not be eligible for the promotional process to Senior Lecturer or Teaching Professor. For more details, see the *Agreement between the RI Council of Postsecondary Education and the URI Chapter of the AAUP*.

**Senior Lecturer:** promotion to Senior Lecturer shall follow an evaluation/review of teaching effectiveness and student advising within the college at the end of the 4th year for promotion in the 5th year. The promotional procedure shall be evidence based. Appointments shall be based upon excellence in teaching and advising starting in the fifth (5th) year and shall be for periods of two years with possible reappointments of two (2) years duration. Those Senior Lecturers without a terminal degree after three 2-year reappointments may be granted renewable three year appointments. For more details, including, for example, degree requirements, annual review cycles, expectations and promotion information, see the *Agreement between the RI Council of Postsecondary Education and the URI Chapter of the AAUP*.

**Teaching Professor:** promotion to Teaching Professor shall require a terminal degree in the appropriate discipline and shall follow a comprehensive review in the 8th year with demonstrated excellence in teaching effectiveness and student advising. In the ninth (9th) year, a Senior Lecturer, who has shown excellence in teaching and advising, and has been on continuous appointments as a Lecturer and Senior Lecturer, may be recommended to the Provost by the Chair and/or

Dean to become a Teaching Professor with an initial four (4) year contract and possible four (4) year reappointments. For more details, including, for example, annual review cycles, expectations and promotion information, see the *Agreement between the RI Council of Postsecondary Education and the URI Chapter of the AAUP*.

Lecturers shall be expected to participate in department service activities pertaining to their normal instructional responsibilities. Senior Lecturers and Teaching Professors are expected to perform college and university service. For more details on full-time, non-tenure-track teaching positions, see the *Agreement between the RI Council of Postsecondary Education and the URI Chapter of the AAUP*. Administrative Report January 2017

**7.11.12** Part-time faculty are appointed on a semester-by-semester basis to teach a maximum of two credit-bearing courses per semester. [Administrative January 2013]

**7.11.13** Graduate Assistant shall be a person with a bachelor's degree who has been admitted to the Graduate School and who is currently enrolled as a full-time degree student. (7.11.14-16; see also 7.80.10-7.83.11). [Administrative January 2013]

**7.11.14** Graduate Teaching Assistant shall be a person who may assist with the instructional activities of a department under chair or faculty supervision (see 7.80.10-12). A graduate teaching assistant may also be an instructor of record for credit-bearing courses. [Administrative January 2013]

**7.11.15** Graduate Research Assistant shall be a person conducting research on individual research projects sponsored either by the University or extramural funding sources (see 7.80.10 and 7.80.13-15). [Administrative January 2013]

**7.11.16** Graduate Administrative Assistant shall be a person providing support in administrative offices. (See 7.80.10 and 7.83.10.) [Administrative January 2013]

**7.11.17** Special Assistant shall be a person who is highly qualified to render special services but who is in none of the above categories, 7.11.11-16. [Administrative January 2013]

**7.11.18** Research Associate or Research Assistant shall be a person engaged at the University principally supported by extramural funding agencies whose term of employment has no basis of permanency (see 7.43.18). [Administrative January 2013]

**7.11.19** Research Associate shall be a person who has substantial research training and experience and who is well-qualified and capable of planning and directing a research project independently after having been briefed on the objectives of such a project. [Administrative January 2013]

**7.11.20** Research Assistant shall be a person who has research training and experience and who is qualified to conduct research under supervision. [Administrative January 2013]

**7.11.21** Coach shall be a person whose position is related to coaching of intercollegiate athletics. Salary and increments shall be determined by the Director of Athletics and approved by the President. [Administrative January 2013]

**7.11.22** Visiting Professor or Visiting Associate Professor, etc. shall be a person holding academic rank at another institution, or a person regularly engaged in similar and equivalent intellectual endeavor who may be employed at the University for a limited period. [Administrative January 2013]

**7.11.23** Adjunct Professor shall be a person of established reputation or distinction in his/her field who in return for adjunct status shall actively contribute to the teaching, research, or service missions of the institution. Adjunct professors shall receive no salary unless it is separately contracted. Such appointments shall continue for up to three years, following which they may be renewed according to the procedure stated below. Nominations for adjunct professor shall originate in a department and the credentials of such a person shall be examined in the same manner and with the same criteria as are used with regular faculty appointment before the candidate receives approval. The request shall be forwarded to the Dean of the College who in turn will forward it to the Office of the Provost. Reappointment of Adjunct Professors shall be based on active participation in the work of a department, college, or the University. The dean of the college shall provide a summary of such participation when requesting renewal or reappointment. [Administrative January 2013]

**7.11.24** External Committee Member shall be a person, not a member of the URI graduate faculty, of established reputation or distinction in her/his field appointed by the Graduate School specifically to serve as an additional member of the thesis or defense committee for a particular graduate student. Nominations for appointments, with supporting documents, shall be made by the colleges or departments to the Dean of the Graduate School. The appointment will automatically expire with the dissolution of the committee as provided in the Graduate Student Manual. External Committee Members shall receive no compensation unless it is separately contracted. [Administrative January 2013]

**7.11.25 Non tenure-track Clinical Professor** shall be appointed in the College of Pharmacy, the College of Nursing, and other colleges and departments requiring clinical training to contribute to the instruction, practice scholarship, supervision, and service in a clinical setting. Non tenure-track clinical faculty will have salaried appointments of more than 20 hours per week (greater than 50% FTE) that exceed or are expected to exceed one year in duration and are supported wholly or in part by general revenue funds. Non tenure-track clinical faculty shall not be eligible for tenure or permanent status. There are three Clinical Faculty ranks, **Clinical Assistant Professor** (see 7.11.25a), **Clinical Associate Professor** (see 7.11.25b), and **Clinical Professor** (see 7.11.25c). For more details on non tenure track Clinical Faculty, including, for example, annual review cycles and promotion information, see the *Agreement between the RI Council of Postsecondary Education and the URI Chapter of the AAUP*. Administrative Report January 2017

**7.11.25a Clinical Assistant Professor** shall hold a terminal professional degree in the clinical field with training and experience in an area of clinical specialization. There must be clear evidence of a high level of ability in clinical practice, training and teaching. Initial appointments for Clinical Assistant Professor positions shall be for two years with possible extension following a review. The second appointment cycle shall be for a period of 3 years with possible 3-year extensions. Administrative Report January 2017

**7.11.25b Clinical Associate Professor.** In addition to the qualifications required of a Clinical Assistant Professor, the appointee shall have had extensive successful experience in clinical practice in a field of specialization and in working with and/or directing others (such as professionals, faculty members, graduate students, fellows, and residents or interns) in clinical activities in the field. The appointee must also have demonstrated superior clinical practice and teaching ability and accomplishments. Appointments for Clinical Associate Professor positions shall be for three years with possible reappointments. Administrative Report January 2017

**7.11.25c Clinical Professor.** In addition to the qualifications required of a Clinical Associate Professor, the appointee shall have demonstrated a degree of excellence in clinical practice and teaching sufficient to establish an excellent regional and national reputation among colleagues. The appointee shall also have demonstrated extraordinary professional competence and leadership. Appointments for Clinical Professors shall be for four years with possible reappointments. Administrative Report January 2017

**7.11.26 – 7.11.27** removed Administrative Report January 2017

**7.11.28** Postdoctoral Research Fellow shall be a person engaged in research work in a specialized subject area for specific funded research projects. The fellowship is primarily for the benefit of the individual to aid the pursuit of study or research, and appointments are normally made for a period of up to three years. Postdoctoral Research Fellows may hold their award without reference to rank or salary schedule. [Administrative January 2013]

**7.11.29 Non tenure-track Research Faculty** are employed to contribute to the research mission of the institution, have salaried appointments of more than 20 hours per week (greater than 50% FTE) that exceed or are expected to exceed one year in duration, and are supported by non-general revenue funds. Non-tenure-track research faculty shall not be eligible for tenure or permanent status. There are three Research Faculty ranks: **Assistant Research Professor** (see 7.11.29a), **Associate Research Professor** (see 7.11.29b), and **Research Professor** (see 7.11.29c). For more details on non tenure-track Research Faculty, including annual review cycles and promotion information, see the *Agreement between the RI Council of Postsecondary Education and the URI Chapter of the AAUP*. Administrative Report January 2017

**7.11.29a Assistant Research Professors** shall have demonstrated research ability and potential for contributing to the research, scholarly, or creative mission of the institution. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other research personnel). An earned doctoral degree shall be a requirement for appointment at this rank. Appointment to this non tenure-track faculty rank is dependent on extramural funding that supports the salary and fringe benefits of the individual, as well as excellence in performance. Administrative Report January 2017

**7.11.29b Associate Research Professor.** In addition to the qualifications required of the Assistant Research Professor, appointees shall have extensive successful experience in research, scholarly or creative endeavors, and the demonstrated ability to propose, develop, and manage major research projects. Appointment to this non tenure-track faculty rank is dependent on extramural funding that supports the salary and fringe benefits of the individual and excellence in performance. *Administrative Report January 2017*

**7.11.29c Research Professor.** In addition to the qualifications required of the Associate Research Professor, appointees shall have demonstrated superior accomplishments to establish an excellent reputation among national or international colleagues. Appointees should have a record of outstanding scholarly production in research, publications, professional achievements or exhibit excellence in research leadership. Appointment to this non tenure-track faculty rank is dependent on extramural funding that supports the salary and fringe benefits of the individual and excellence in performance. *Administrative Report January 2017*

**7.11.30 Non tenure-track Faculty of Practice** will have salaried appointments of more than 20 hours a week (greater than 50% FTE) that exceed or are expected to exceed one year in duration and are supported wholly or in part by general revenue funds. They shall not be tenured and are not eligible for permanent status. Their primary duties and responsibilities shall be teaching. Appointments to Faculty of Practice positions are reserved for accomplished or distinguished individuals who have demonstrated skills and expertise acquired in their chosen field of practice. Examples include, but are not limited to, leaders in business, engineering, science, theatre, dance, music, and art. Appointees to the position of Faculty of Practice shall hold professional masters degrees or terminal degrees in their field or shall show evidence of equivalent capabilities by virtue of experience. Faculty of Practice shall be appointed after being vetted with the department and with approval of the Dean. Appointment to the position of Faculty of Practice shall be on an annual basis for a period of up to five years maximum. For details on these positions, see the Agreement between the *RI Council of Postsecondary Education and the URI Chapter of the AAUP*. *Administrative Report January 2017*

**7.12.10 Family Relationship.** Family relationship shall not be a bar to appointment, except that two persons of the same family may not hold positions in which one of them is directly responsible for making recommendations regarding promotion, tenure or salary of the other. Family is defined as spouse, children and their spouses, and siblings and their spouses and children.

**7.20.10 Promotion.** A person in the rank of instructor, assistant professor, associate professor (or their equivalents) who is employed full-time or part-time to carry out his/her duties shall be given annual consideration for promotion to a higher rank.

**7.20.11** Budgetary provision for promotion shall be made each year in connection with the preparation of the annual budget.

**7.20.12** Final decisions on promotion for the ensuing academic year shall normally be made by the President in March, but shall not be delayed beyond May. Notification to faculty members promoted shall normally be given on or about March 15, or not more than two weeks after the President acts if the decision is delayed beyond March.

**7.21.10 Promotion Process.** Normally, the department chairperson shall be responsible for initiating a formal proposal for promoting a member of his/her department.

**7.21.11** The department chairperson shall prepare annually a written report in which every member of his/her department below the rank of professor (or equivalent) is recommended for retention in rank, promotion to a higher rank or separation from service at the University. The report shall be submitted to the appropriate dean by December 1. It shall leave space to accommodate the dean's remarks.

**7.21.12** After studying the report, the dean shall discuss each proposal with the department chairperson in conference. Within a reasonable time, the dean shall then inform the department chairperson, in writing, of his/her decision on each proposal. A proposal may be marked "approved" without further explanation. If a proposal is marked "disapproved," reasons for the disapproval shall be given in writing. If further conference fails to reconcile a disagreement between the dean and the department chairperson, the President or Provost shall arbitrate the disagreement.

**7.21.13** If, in the opinion of the dean or the department chairperson, a faculty member's work is so unsatisfactory under any of the criteria in 7.22.10 and 7.40.10-7.45.10 as to endanger his/her future promotion or retention, the department chairperson shall give the faculty member formal notification of the cause of dissatisfaction, either orally or in writing

according to the judgment of the department chairperson. Such notification normally shall follow the annual review of the faculty member's work but may be given at any other time deemed advisable.

**7.22.10 Criteria for Promotion.** Promotion shall be based on the extent of value to the University. The prime mission of a university is the discovery and dissemination of knowledge; teaching, research, and service are regarded as the criteria for promotion. Since faculty positions vary in designated responsibility, these criteria may be weighted differently among departments and among individual faculty members in determining value to the University. It shall be the responsibility of the faculty of the department or other organizational unit with the concurrence of the dean to determine periodically the relative importance of the criteria that shall apply and to report this to the individual faculty members. #12-13=30

**7.23.10 Promotion of Instructors.** One-year contracts shall be given an instructor (or person of equivalent rank) for a maximum period of four years. At the end of each contract year, the instructor shall be eligible for reappointment in rank, contract termination or promotion. If the instructor is not to be reappointed, he/she must be informed at least three months in advance of termination, except that at the end of the third year, if it is known that the instructor will not or cannot be promoted at the end of the fourth year, the instructor must be informed of this fact before he/she signs his/her fourth year contract. Any instructor who remains through the fourth year with the assurance of reappointment at the end of that year, must also be assured of promotion to an assistant professorship effective at the beginning of the fifth year. Nothing in this paragraph shall be construed to mean that an instructor (or person of equivalent rank) cannot be promoted before the end of four years.

**7.23.11** A degree candidate at this institution holding the rank of instructor or equivalent rank (see 6.11.19) shall become eligible for promotion upon (1) completion of degree requirements or (2) waiver of status as a degree candidate, either of which shall be effected within the maximum four-year period as specified in section 7.23.10.

**7.23.12 Promotion of Assistant Professors.** Promotion of assistant professors shall not be automatic. However, the University shall consider six years as the normal period of time to be spent in the rank of assistant professor (or its equivalent) before advancement to the next rank.

**7.23.13 Promotion of Associate Professors.** Promotion of associate professors shall not be automatic. The University shall not fix limits on the time to be spent as an associate professor (or its equivalent). However, 7.20.10 provides that associate professors be given annual consideration for promotion.

**7.24.10 Notice of Non-Reappointment.** Notice of non-reappointment, or of intention not to recommend reappointment of faculty members in the ranks of assistant professor, associate professor, and professor who have not yet acquired tenure shall be given in writing in accordance with the following standards: 1) not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; 2) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; 3) at least one academic year before the expiration of an appointment after two or more years of service.

**7.30.10 Department Chairpersons.** The chairperson of a department shall be appointed by and serve at the pleasure of the President. Normally, such appointments are for a three-year period. A department chairperson may be reappointed to that position by the President. The initial appointment and reappointments are made with the advice of the dean of the college, who shall request and consider the individual or collective preferences of the members of the department with the rank of assistant professor or above.

**7.40.10 Statement of Principles on Tenure.** The purpose of any system of tenure is two-fold: 1) to protect the individual; 2) to protect the institution.

**7.40.11** The University during a stated number of years has the opportunity to observe and evaluate the capabilities and services of a faculty member. Each time a contract comes up for renewal the administration is charged with the responsibility of judging all the qualifications of every faculty member. This should be an affirmative and not a passive judgment. Upon this judgment must be based a decision not to reappoint those who have failed to adapt themselves to the standards of this institution, or to promote those who have achieved beyond the normal expectations or who have performed satisfactorily over a period of years. No system of tenure will work unless the administration acts with firmness in not renewing contracts of those who are not adapted by training, experience or temperament to the institution. It goes without saying that lack of success here does not necessarily imply lack of success elsewhere. In most instances, persons whose contracts are not to be renewed should be aided by the administration in obtaining another position.

**7.40.12** After a faculty member has served his/her apprenticeship for a specified number of years and has been found worthy of retention on the faculty, he/she should be granted tenure and be given the assurance of continuous appointment which cannot be terminated except for cause after the individual has been accorded the rights of due process if he/she elects to seek them as hereinafter provided.

**7.41.10 Dismissal under Tenure.** A member of the teaching, research or extension faculty (with the exception of the county extension staffs) who has been granted tenure as provided in 7.40.10-12 may not be dismissed except as provided in the following statement on tenure formulated by a joint conference of committees from the Association of American Colleges and the American Association of University Professors:

Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed in writing of the charges against him/her and should have the opportunity to be heard in his/her own defense by all bodies that pass judgment on his/her case. He/she should be permitted to have an adviser of his/her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars, either from his/her own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for a least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

**7.41.11** The University of Rhode Island accepts the above statement as its basic policy governing dismissal under tenure, with the following modification: all provisions of the paragraph shall apply to members of the extension and research faculties who have been granted tenure as well as to teachers on tenure.

**7.42.10 Definitions.** Tenure at The University of Rhode Island shall provide for continuing appointment which may not be terminated by the University except for cause and after the individual has been accorded the rights of due process if he/she elects to seek them as herein provided.

**7.42.11** For purposes of tenure and promotion, a year of teaching experience shall consist of two semesters or three quarters, except that three semesters or four quarters taught during one fiscal year (twelve-month period) shall not count for more than one year of credit toward tenure. Teaching in summer session shall not be considered. A year of research or extension experience shall consist of a fiscal year minus the authorized vacation period.

**7.42.12** The time to be credited toward tenure for previous experience that cannot be classified as research, extension or teaching of standard college grade, shall be appraised by the dean and department chairperson concerned. If the experience under consideration is that of a candidate for department chairperson, the appraisal shall be made by the dean and the President of the University and they shall use the formula in 7.43.18.

**7.42.13** Time spent on leave of absence shall not be credited toward tenure.

**7.43.10 Eligibility for Tenure.** A professor (or person of equivalent rank) who has been advanced to that rank while in full-time service at the University and who has completed a minimum of three years of full-time service shall be granted permanent tenure with the issuance of contract for his/her fourth year of full-time service.

**7.43.11** A professor (or person of equivalent rank) who begins his/her service at the University in that rank shall be granted permanent tenure with the issuance of contract for his/her fourth year or full-time service.

**7.43.12** An associate professor (or person of equivalent rank) who has been advanced to that rank while in full-time service at the University and who has completed a minimum of three years of full-time service at the University shall be granted permanent tenure with the issuance of contract for his/her fourth year of full-time service.

**7.43.13** An associate professor (or person of equivalent rank) who begins his/her service at the University in that rank shall be granted permanent tenure with the issuance of contract for his/her fourth year of full-time service.

**7.43.14** An assistant professor (or person of equivalent rank) who has been advanced to the rank while in full-time service at the University and who has completed seven years of such service including years of service in the rank of instructor (or its equivalent) but excluding any service performed in a rank below that of instructor (or its equivalent) shall be granted permanent tenure with the issuance of contract for his/her eighth year of full-time service. No credit toward tenure shall be allowed for previous experience in another college or university.

**7.43.15** An assistant professor (or person of equivalent rank) who begins his/her service at the University in that rank and serves on a full-time basis shall be credited with one year toward tenure for each year of previous service in the rank of assistant professor or above in standard college work, to a maximum of three years of credit. Whenever such person, on the basis of credit for previous service and credit for resident service, shall have achieved seven years of total service, he/she shall be granted permanent tenure with the issuance of contract for the eighth year of weighted service. The amount of credit to be allowed for previous experience, if any, shall be shown in the first contract to be issued.

**7.43.16** An instructor (or person of equivalent rank) shall not be eligible for tenure.

**7.43.17** A member of the county extension staff, because his/her employment is not under the control of the University alone, shall not be eligible for tenure under the system outlined herein.

**7.43.18** Research Associates and Research Assistants shall not be eligible for tenure.

However, should a person who has held either title be employed by the University at some later time in the rank of instructor or above on a full-time basis, he/she shall be credited with one year toward tenure for each two years of prior employment under such title, to a maximum of four years of credit.

**7.44.10 Notice of No Tenure.** If, after action by the Board of Review, it is determined that a faculty member will not be recommended for tenure, he/she shall be notified in writing by the President or his/her authorized representative at least one academic year before the faculty member would have met the time requirements of eligibility. However, failure to notify a faculty member shall in no way prevent the withholding of tenure and termination of appointment for unanticipated cause that becomes evident after this date.

**7.45.10 Tenure Not Automatic.** No statement either expressed or implied in 7.40.10-7.44.10 shall be construed to imply that tenure is automatic. To meet the conditions of eligibility for tenure shall not in itself presume or grant tenure. Only by vote of the Board of Education, to issue the contract for the fourth or eighth year, as described in 7.43.10-15, shall a faculty member acquire tenure.

**7.46.10 Resignation or Retirement.** Notification of resignation or retirement by a faculty member under tenure shall be made early enough to obviate serious embarrassment to the institution, the length of time necessary varying with the circumstances.

**7.46.11** A professor or an associate professor shall be expected to give not less than four months' notice and an assistant professor not less than three months' notice.

**7.50.10** Salary Levels for faculty are specified in the Collective Bargaining Agreement between the URI AAUP and the Board of Education.

**7.50.11** Compensation for Summer, Winter J-Term, College of Continuing Education, and Fully-online Accelerated Program Teaching. A faculty member who, at his/her option and in accord with University policy, teaches College of Continuing Education, Winter (J-term), Summer courses, or a course in a fully-online accelerated program shall receive extra compensation. Unless otherwise agreed to, faculty members shall have no obligation to teach College of Continuing Education, summer, winter (J-Term) courses, or courses in a fully-online accelerated program. Compensation for Winter J-Term teaching or for teaching a course in a fully-online accelerated program may take the form of overload salary or agreed-upon release time during the fall or spring semester. ~~#12-13-21 #14-15-08~~

**7.53.10 Tutoring.** A faculty member shall not for compensation tutor students enrolled in his/her classes or students for whose grades he/she may be responsible, in whole or in part, unless he/she is specifically requested to do so by the dean of the college.

**7.54.10 Non-Distinction of Sex.** The salary schedule shall apply equally without distinction of sex.

**7.55.10 Appeal.** Any faculty member may appeal without prejudice to the President for consideration of his/her salary status, after having first appealed to the department chairperson, the dean of the college and the Provost in that order.

**7.56.10 Board of Education (formerly the Board of Governors for Higher Education).** The operation of 7.50.10 may be suspended by the Board of Governors or by the President, as appropriate in accord with the delegation of authority (see Appendix A), when in their judgment conditions make such action desirable.

**7.60.10 Short Leaves.** A faculty member who desires or finds it necessary to be absent from regular duties at the University for a period not exceeding two weeks, shall obtain permission from the faculty member's immediate superior and arrange with the superior a satisfactory plan for carrying on the faculty member's work during the absence, except that in case of accident, illness or other emergency beyond the faculty member's control, the faculty member shall notify the immediate superior as soon as possible, so that the latter can make arrangements for the carrying on of the work.

**7.60.11** A faculty member who desires or finds it necessary to be absent from regular duties at the University for more than two weeks, but for a period not exceeding two months, shall apply in writing to the faculty member's immediate superior. The superior shall refer the application to the dean of the college, together with the superior's recommendation and a plan for carrying on the work during the faculty member's absence.

**7.60.12** A determination on such application shall be made by the dean of the college, and the dean shall report this decision to the Provost. If the application for leave meets with disapproval at any stage, the applicant shall be notified immediately.

**7.60.13** If a faculty member is incapacitated, requiring more than two weeks leave, the immediate superior shall initiate the application.

**7.60.15 Leave of Absence Without Pay** shall be granted by the President to a member of the faculty or administrative staff for good cause. A leave normally shall not be granted for a period of more than one academic year. In exceptional circumstances, however, leave without pay for a period longer than one year may be granted.

**7.60.16 Leave to Pursue Graduate Studies at One-Quarter Pay.** A member of the faculty who has served full-time for at least three years may be granted a leave of absence to pursue graduate study. This leave shall be granted for a period of one year at one-quarter pay with the understanding that the recipient shall, upon the termination of the leave, return to duties at the University for a period of at least one year. Application for the leave shall be made in accordance with procedures and timetable specified for sabbatical leaves. Shortly after return to duty the faculty member shall file with the dean of the faculty member's college a report of the faculty member's professional activities during the absence.

**7.60.17** If applications for leave exceed the number that can feasibly be granted without jeopardizing course offerings or other work of a department, selections for approval shall be based on the number of years of service since the granting of the last sabbatical leave.

**7.61.10 Sabbatical Leave, Procedure and Pay.** A member of the faculty who has served full-time for at least six years, who has the rank of assistant professor or above and who has tenure shall be eligible for sabbatical leave. In exceptional circumstances, sabbatical leave may be granted even though the faculty member has not served on the faculty for the full six-year period.

**7.61.11** Sabbatical leave shall be granted for graduate study, postdoctoral study, research or other professional improvement for a period of one year at half pay, or for one-half at full pay.

**7.61.12** Sabbatical leave shall be granted with the understanding that the recipient shall, upon the termination of the leave, return to his/her duties at the University for at least one year unless, by mutual agreement between the faculty member and the President, it is deemed inadvisable for him/her to do so. At the close of the period of leave, the faculty member shall file with his/her dean a report of his/her professional activities during his/her absence.

**7.61.13** Upon the completion of the contractual year during which the sabbatical leave is taken, the faculty member shall begin again to accumulate leave service credit, becoming eligible for an additional sabbatical leave upon the accumulation of an additional (minimum) six-year period of service credit.

**7.61.14** If a faculty member shall serve more than six years before his/her first sabbatical leave, or between sabbatical leaves, the additional years beyond six shall not be credited toward the service-credit requirement for the next or any subsequent sabbatical leave.

**7.61.15** However, a faculty member whose approved sabbatical leave has been deferred or postponed because of replacement or other operational difficulties, shall begin to accumulate service credit for his/her next sabbatical leave as of the scheduled start of the deferred or postponed leave but not including the time, if any, eventually spent on the deferred or postponed leave.

**7.61.16** If the University service of a faculty member is interrupted by leave for military duty, one year of such leave may be credited once to the sabbatical-leave service-credit minimum requirement of six years. However, regardless of the number of years of service to his/her credit, a faculty member on leave for military duty must return to his/her duties at the University for at least one year before he/she is eligible for sabbatical leave.

**7.61.17** If a faculty member shall transfer to the University from another institution in the state college system, he/she shall be credited, if it is earned, with at least three years toward the sabbatical-leave service-credit minimum requirement of six years. Additional service credit toward sabbatical leave shall be a matter of negotiation at the time of transfer.

**7.61.18** While on sabbatical leave, a faculty member shall be permitted to receive travel expenses, fellowships, grants-in-aid or other financial assistance from sources other than the University provided he/she is not required to perform duties detrimental to the objectives for which his/her leave has been granted. However, if he/she accepts employment for pay during the leave period, his/her University compensation will normally be reduced by the amount necessary to bring his/her total compensation for that period to a level comparable with his/her normal professional income.

**7.61.19** Nothing in this section on sabbatical leave, 7.61.10-18, shall be construed to mean or imply that two consecutive periods of sabbatical leave after 12 or more years of continuous service are permitted.

**7.61.20** Provision for the cost of sabbatical leave shall be made in departmental budgets. For this to be accomplished, an application for sabbatical shall be submitted by May 1, 16 months before the academic year for which the leave is requested, according to the procedure described in 7.60.11-12. In exceptional circumstances, late application for sabbatical leave shall be considered.

**7.62.10 Sabbatical Leave, Administrators.** Administrative officers who are members of the faculty with tenure shall have the same privileges of sabbatical leave with full pay as other faculty, except (7.62.11-16):

**7.62.11** The interest of the University, in addition to the professional and personal needs of the individual, shall be a major consideration in granting the leave.

**7.62.12** The amount of leave shall be calculated at the rate of one month of leave for each year of service.

**7.62.13** Normally, leaves shall be granted only after six years of service but, under special circumstances, leaves of shorter or longer duration may be granted, with a minimum of three months and a maximum of nine months.

**7.62.14** Eligibility for leave shall be calculated to include service in teaching at the University for which no previous leave has been granted.

**7.62.15** At the discretion of the President, terminal leaves may be granted.

**7.62.16** Requests for leave under the provisions of 7.62.10-15 shall be processed through the office of the Provost, to the President.

**7.63.10 Sick Leave.** If accident or sickness renders any faculty member temporarily incapable of performing his/her duties, sick leave shall be granted by the University according to the following plan:

**7.63.11** A faculty member who has served for two years or less shall be granted up to one month's sick leave with full pay.

**7.63.12** For each subsequent year of service beyond two years, he/she shall be granted an additional half month of sick leave until the accumulated total reaches a maximum of 12 months.

**7.63.13** If a faculty member shall transfer directly to the University from another institution in the state college system, he/she shall be credited in full for all sick leave accrued at the other institution.

**7.63.14** A faculty member who has used his/her entire sick leave allowance and is still unable to resume his/her duties, shall either apply for a leave, with or without pay, or resign. Final determination of his/her status shall rest with the President.

**7.63.15** The granting of leave for incapacity not fully covered by 7.63.10-14 or involving unusual circumstances, shall be at the discretion of the President.

**7.64.10 Return to Duty After Leave.** Normally, a member of the faculty shall return to at least the same rank and salary, and a member of the administrative staff to the same or equivalent position at the same salary, he/she had at the University at the time his/her leave began. However, the President may make such adjustments of position and salary as appear desirable or appropriate.

**7.65.10 Annual Vacation.** The annual vacation for a member of the faculty on the academic-year (nine-month) basis shall ordinarily extend from the close of duties after Commencement to the resumption of duties in the fall, preparatory to the opening of classes at the scheduled time.

**7.65.11** The annual vacation for a member of the faculty or head of a major administrative department on the calendar-year (twelve-month) basis shall total 22 working days. Working days shall refer to five days per week, Monday through Friday, exclusive of scheduled holidays.

**7.65.12** Vacation time shall be allowed to accumulate to a maximum of 44 working days. However, the time and the number of days of the vacation to be taken are to be mutually agreed upon in advance by the faculty member, the department chairperson and the dean or director.

**7.65.13** There shall be no vacation granted for less than six months of service but thereafter vacation for service during part of a year shall be prorated.

**7.65.14** All other unclassified personnel shall be granted vacation leave of three weeks, or 15 working days. Vacation time shall be allowed to accumulate to a maximum of 30 working days. (Pres. Memo 72-7-9)

**7.65.15** All classified personnel shall be granted vacation in conformity with state and Civil Service regulations.

**7.65.16** When the service of any employee is terminated by resignation, death, dismissal or other cause, if such employee shall not have used actual vacation time equal to the vacation credits outstanding on his/her account, he/she or his/her estate, shall be entitled to receive full pay for each day of vacation leave to his/her credit as of the date of termination, with the following exception: if an employee requests release from his/her contract before the end of the fiscal year, he/she shall forfeit all vacation credits for that and any credits previously accumulated in excess of 22 days.

**7.70.10 Retirement Program.** Full-time members of the faculty and administrative staff who are exempt from the merit system of the State of Rhode Island shall be required to participate in the Teachers Insurance and Annuity Association (TIAA) retirement program after two years of service and attainment of age 30. Employees who are members of the Rhode Island Employee Retirement System at the time of employment shall be exempted. Participation is permitted, on a voluntary basis, on completion of two years of employment for eligible employees under 30 years of age.

**7.70.11** The two-year preliminary service period shall be waived for an eligible employee who owns a retirement annuity, issued by TIAA, at the time of employment; for an eligible member of the faculty, 30 years of age or over, who has five years of teaching experience; or for an eligible member of the administrative staff, 30 years of age or over, who has five years of experience in college administration or university employment.

**7.70.13** If a member of the faculty or administrative staff shall transfer to the University from another institution in the state college system, he/she shall be credited for his/her time in service at the other institution toward fulfillment, in full or in part, of the waiting period for eligibility to the TIAA.

**7.70.14** All employees automatically become members of the federal Social Security System.

**7.72.10 Lines of authority in the Alan Shawn Feinstein College of Education and Professional Studies.** In personnel matters such as appointment, retention, promotion, tenure, dismissal, compensation, and request for leave of absence for full-time faculty members appointed to teach exclusively in the Alan Shawn Feinstein College of Education and Professional Studies, the proposal shall originate in the department of interest and be formally proposed by the department chairperson. The dean of the appropriate college, after consultation with the Dean of the Alan Shawn Feinstein College of Education and Professional Studies, shall accept or reject the proposal. After action by the dean of appropriate college, it shall be processed in the same manner as personnel proposals concerning all other faculty members. See Chapter 4 and Chapter 7, especially Sections 4.61.10-12, 7.21.10-7.24.10, 7.40.10-7.50.10 and 7.54.10-7.64.10

**7.72.11** In personnel matters relating to the appointment of full-time or part-time faculty to teach for extra compensation in the Alan Shawn Feinstein College of Education and Professional Studies, departments of interest shall have primary authority. Departments shall assign all such faculty initially (at the time course schedules are devised). Departmental assignments shall be reviewed by appropriate college deans according to such procedures as colleges shall specify. With the approval of appropriate college deans, departments may delegate faculty assignment in individual classes to the Dean of the Alan Shawn Feinstein College of Education and Professional Studies.

**7.72.12** The department staffing assignments of full or part-time faculty teaching for extra compensation in the Alan Shawn Feinstein College of Education and Professional Studies may be rejected by the Dean of the Alan Shawn Feinstein College of Education and Professional Studies upon written explanation of cause to the department. If such explanation is accepted, a department shall reassign the affected class(es). In the event of irreconcilable disagreement involving a department, the appropriate college dean, and/or the Dean of the Alan Shawn Feinstein College of Education and Professional Studies, the issue shall be resolved by the Provost.

**7.72.13** All departments offering courses in the Alan Shawn Feinstein College of Education and Professional Studies shall devise written procedures applying to initial Continuing Education faculty assignments. Such procedures shall include provisions for determining priority of assignment within the department and priorities involving URI faculty and non-URI part-time faculty. These procedures shall be approved by appropriate college deans and provided to the Dean of the Alan Shawn Feinstein College of Education and Professional Studies. Integrity of academic programs and professional qualification of faculty shall be paramount considerations in devising and applying these procedures.

**7.80.10 Graduate Teaching Assistants, Graduate Research Assistants, and Graduate Administrative Assistants.** To be nominated for these assistantships, a student must first be admitted to the Graduate School. Requests for appointment as graduate teaching assistant or graduate research assistant are initiated by the department chairperson and are forwarded to the dean of the college and then to the Dean of the Graduate School who certifies that the student has been admitted on full status to graduate study, or that the requirements for appointment of a student on conditional status have been met. From the Graduate School, request forms are forwarded to the Budget Office and then the Personnel Office. Upon appointment, the student will receive a copy of the Personnel Action Form. Requests for appointment of graduate administrative assistants are initiated by the administrative office in which the assistant is to serve and forwarded to the Dean of the Graduate School. [Administrative January 2013]

**7.80.11** Appointment to the position of graduate assistant shall normally be on the basis of one academic year. The academic year begins five days before Advising Day in the fall and runs through Commencement. Renewals must be recommended by the department concerned. [Administrative January 2013]

**7.80.12** A graduate assistant shall be expected to work up to 20 hours a week, not more than 10 hours of which shall be contact hours. The department chairperson and the coordinator or supervisor shall determine his/her responsibilities on the criteria of education, experience and ability. [Administrative January 2013]

**7.80.13** A graduate research assistant shall be expected to devote a maximum of 20 hours per week to his/her research duties. On supported research contracts and grants, he/she shall be judged to be employed on a half-time basis (given a full-time 40-hour work week) for which he/she shall receive a stipend for nine months, with additional remuneration for

any work during the summer months. Students may be appointed to full-time (20 hrs./week) or part-time (10 hrs./week) assistantships. [Administrative January 2013]

**7.80.14** A graduate research assistant employed full-time during the summer months may be registered for course work and receive academic credit during those months if satisfactory arrangements are made with the supervisor for meeting work commitments. [Administrative January 2013]

**7.80.15** A graduate research assistant is responsible for the financial obligations of his/her matriculation. Otherwise, the procedures for appointment and the status are the same as those for a graduate assistant. [Administrative January 2013]

**7.81.10 Allocation of Graduate Assistantships.** General allocation of graduate teaching assistantships shall be made to colleges and by them to departments on a three-year basis, subject to review in the Fall of the third academic year. This provision shall not preclude an interim review and reallocation where a major change occurs in the underlying premises for allocation (e.g. change in undergraduate or graduate enrollment, consolidation or separation of departments or programs, or a change in the budget). [Administrative January 2013]

**7.81.11** The triennial and interim reviews of allocation of graduate assistantships shall be conducted by the Dean of the Graduate School and the Assistant Provost in cooperation with the Dean of the College or head of the administrative unit concerned. Recommendations based on these reviews shall be submitted to the Provost. In cases of disagreement, the decision of the Provost shall be final. [Administrative January 2013]

**7.82.10 Guidelines on Apportionment and Assignment of Graduate Assistantships.** Each department or other unit shall draft guidelines on how its graduate assistantships are apportioned and assigned. These guidelines shall be made available to graduate students with the initial and each subsequent offer of assistantship and upon request. Currently enrolled graduate assistants shall be notified of their status for reappointment about April 1 of each year. [Administrative January 2013]

**7.83.10 Written Description of Duties of Graduate Teaching Assistants, Graduate Research Assistants, and Graduate Administrative Assistants.** Each department or other unit to which assistantships have been allocated shall prepare a written list of duties normally assigned to graduate teaching assistants (7.11.14), graduate research assistants (7.11.15), and graduate administrative assistants (7.11.16). This list of duties shall be provided to each prospective graduate teaching assistant, graduate research assistant, and graduate administrative assistant at the time of the initial offer of the assistantship. When a graduate student is assigned or reassigned to a specific position, the department shall provide the student with a written description of the specific duties to be performed. This description shall include the extent of responsibilities (including where applicable the extent of responsibility for determining grades), the approximate working hours per week and the way in which the assistant is to be supervised. Copies of this description shall be provided to the immediate supervisor, the College Dean or administrative head of the unit concerned, and the Dean of the Graduate School. [Administrative January 2013]

**7.83.11** Questions arising over the conditions of employment of graduate assistants, when not settled at the department level, shall be referred to the College Dean or administrative head and the Dean of the Graduate School who shall consult with each other. If the questions are not resolved at this level, they shall be referred to the Provost, whose decision shall be final. [Administrative January 2013]

**7.90.10 Visiting Scholars.** The privilege of attending lectures and seminars and carrying on limited research in laboratories and libraries may be extended for a limited time to scholars with an established reputation. Such visiting scholars shall not take courses for credit. They must devote time to scholarly work. There shall be no charge except for laboratory supplies.

**7.90.11** The invitation to a visiting scholar shall be extended by the President upon the recommendation of the Dean of the Graduate School, the dean of the college and the chairperson of the department in which the scholar wishes to work.

**7.90.12** A person who wishes to avail himself/herself of this privilege should correspond with the head of the department, the dean of the college or the Dean of the Graduate School before the beginning of the semester in which he/she desires residence at the University.

## Chapter 8 – Academic Regulations

### Part I – Regulations for Students

Part I contains academic rules and regulations governing studies at the University of Rhode Island. Rules and regulations governing discipline are found in Chapter 9. Academic rules apply to all programs including graduate programs and off-campus programs, except if their content clearly indicates they are only of limited applicability. A Graduate Student Manual summarizing University Manual regulations pertaining to graduate studies and containing additional rules enacted by the Graduate Council shall be issued by the Graduate School.

#### Admissions, Acceptance of Credit and Internal Transfer

**8.10.10 Matriculating Students.** A matriculating student is a student who has been formally admitted to University College for Academic Success or to a degree-granting program by the Dean of Admissions or the Dean of the Graduate School. A matriculating student may be either full or part-time and is entitled to full privileges as a student at the University of Rhode Island.

**8.10.20 Admission Policy Statement.** The University desires that its matriculating students shall be not only competent to perform well in the classroom, but also possess wide interests and positive qualities of character and personality. Students are selected for enrollment primarily on the basis of their academic competence and potential without regard to age, race, sex, creed, national origin, or disability. In accordance with Section 504 of the Rehabilitation Act of 1973, the University shall not discriminate against any student applicant who is otherwise qualified, solely on the basis of a disability. The University recognizes its very real obligation to the citizens of Rhode Island, and accordingly assigns priority in undergraduate admission to well-qualified residents of the state of Rhode Island. At the same time, the University recognizes that the intellectual horizons of its students are greatly broadened by an exchange of ideas with students from other parts of the United States and from other countries. Accordingly, places are reserved for out-of-state and international students.

**8.10.21** The University recognizes that many potentially worthy candidates may have suffered educational deprivation for causes quite beyond their control in following the normal pattern of preparatory studies. This circumstance may be taken into account at the time of admission.

**8.10.22** Admission to the University is determined by evaluating the applicant's record and potential. The registration of any student may be revoked if admission to the University is achieved by willful misrepresentation of material facts or any willful withholding of material information.

**8.10.30 Residency.** Regulations defining resident and non-resident student status and the appeal process at all public institutions of higher education in Rhode Island are under the governance of the Board of Education. The President of the University shall designate an officer or officers to determine the residency status of students.

**8.10.40** New England Board of Higher Education Compact Students are residents of other New England states qualifying for participation in certain curriculums not available at their home-state university. By cooperative arrangement with other New England state universities under a plan sponsored by the New England Board of Higher Education to avoid costly and unnecessary duplication of facilities, area residents who meet the usual entrance requirements are charged a regional tuition rate. Undergraduate applicants to this program are granted priority in admission over other out-of-state candidates.

**8.10.50 Inter-institutional Student Exchange Program.** Full time students matriculated at one of the other public institutions of higher education in Rhode Island may enroll for a maximum of seven credit hours of their full time schedule of study at the University at no additional expense. Summer Session registrants, Alan Shawn Feinstein College of Education and Professional Studies Special Program Courses, and off-campus study are not included in this program.  
#07-08-27 #17-18-29A

**8.11.10 Undergraduate Admissions Procedure.** The applications and supporting credentials of candidates seeking admission normally must be received prior to the deadlines specified in the University Catalog. Applications are reviewed as rapidly as full credentials are available for study, and responses made to the candidate as promptly as possible thereafter.

**8.11.11** Accepted candidates are requested to acknowledge within a reasonable period their invitation to register. The University subscribes to the spirit and purpose of the Uniform Candidates Reply Date which allows accepted students until May 1 to submit a financial binder in evidence of their intent to register.

**8.11.12** As part of the application process, applicants shall specify a primary campus. Students may take up to six credits per semester without a fee adjustment at University of Rhode Island locations other than their primary campus. Applicants may choose a campus other than Kingston as their primary campus only if that campus offers their preferred major. #04-05-9

**8.11.20** Students who seek matriculated undergraduate status on the basis of future successful completion of 15 approved credits may be admitted through the Alan Shawn Feinstein College of Education and Professional Studies upon the recommendation of the appropriate admissions officer. Such admissions shall be termed Performance Based Admissions and shall be limited to students whose last formal education occurred three or more years ago, and for whom academic evidence demonstrating admissibility is incomplete. Students admitted under this regulation are subject to the same regulations as students admitted in the usual way.

**8.12.10 Freshman Candidates.** The University recognizes several categories of freshman candidates (8.12.20-8.12.42).

**8.12.20 Early Admission Candidates** are students who seek to begin college prior to graduation from high school. Students considered for early admission are expected to present a strong scholastic record, to give evidence of social and intellectual maturity, and be able to benefit more from beginning collegiate studies than completing a standard high school curriculum. Early admission is granted only with the recommendation of the school and, where the student is a minor, with parental permission.

**8.12.30 Advanced Placement Program.** The University shall award advanced placement credit to an entering freshman student when 1) the student has completed the college level courses at a secondary school participating in the Advanced Placement Program (APP) and has passed with a grade of “3” or better on the College Entrance Examination Board (CEEB) advanced placement examination; in some cases, some departments may require a score of a “4” or better to earn credit(s); or 2) the student has passed with a “C” or better an advanced placement examination compiled by a department. For Policy on credit by examination, see sections 8.36.10-13. #17-18-29A

**8.12.31** A student who has qualified for credit award through an APP examination shall not be required to complete a departmental test to qualify for credit or placement.

**8.12.32** There shall be no limit on the number of CEEB advanced placement examinations offered by an applicant for admission to the University at the time of entrance.

**8.12.33** A student who has received college credit by passing a CEEB advanced placement examination shall have the number of credits granted by the University for the accepted course applied toward the total credits required for the student’s baccalaureate. No curricular requirements shall be added as a substitute for the course or courses credited by advanced placement.

**8.12.34 Special Admissions.** Students who do not qualify for admission following a competitive review of required academic credentials may be considered for “special admissions”. These applicants will include, but not be limited to, student-athletes, Talent Development students, and students with special talents who will enrich the University community. The Dean of Admissions will maintain formal (written) policies and procedures detailing the protocol for special admissions. #02-03-32

**8.12.35 International Baccalaureate Diploma Program.** The University of Rhode Island awards credit for most high-level examinations passed with a score of 5, 6, or 7. Course credit is awarded at the discretion of individual departments. No credit is awarded for standard-level examinations.

**8.12.36 General Certificate of Education Advanced Level Exams (A-Level).** The University of Rhode Island shall award credit for some General Certificate of Education (GCE) Advanced Level (A-Level) examinations passed with a score of A, B, or C. Accepted examinations and awarded course credit are determined at the discretion of individual departments. #13-14-29

**8.12.40** High School Seniors who are enrolled in the last year of their preparatory studies shall be required to submit transcripts of all preparatory work completed and a listing of the courses in progress. Applications of high school seniors are assessed on the basis of their performance in six or seven semesters of preparatory study, a review of their scores on the required entrance tests, and their personal references.

**8.12.41** Acceptances offered students on the basis of incomplete preparatory records are subject to review again at the end of the school year and may be revoked if the applicant fails to complete his/her studies satisfactorily.

**8.12.42** High school seniors must file their applications prior to March 1, and processing otherwise follows the patterns described in sections 8.11.10 -8.11.11.

**8.13.10 Undergraduate Transfer Candidates.** A student who has earned at least 24 transferable credits, and has met all of the requirements for admission to a specific degree-granting college at the University of Rhode Island, may be admitted directly to that college. However, some students may be admitted to the University College for Academic Success provided not more than 60 transferable credits are presented. Students with more than 60 earned credits must be admitted into a major and should not apply as undeclared. #17-18-29A

**8.13.11** Candidates previously enrolled at any other college or university are required to submit to the Office of Admissions official transcripts of all work completed, the high school record, and other evidence as may be required by the Office of Admissions.

**8.13.12** The credentials of transfer students shall be reviewed by the Office of Admissions, which shall determine the admissibility of the candidates, and which shall thereafter refer the transcripts of earlier college work to the academic dean of the college in which the applicant seeks registration for a formal evaluation and determination of the transfer allowance.

**8.13.13** Transfer credit may be given in those courses in which the student received a grade of “C” or better but no credit shall be given for courses in which a “C-” or lower was earned (RI Office of the Postsecondary Commissioner’s policy on articulation and transfer between state institutions of higher education defines exceptions to this regulation). Transfer credits shall not be used to calculate the student’s quality point average and academic standing shall be based solely upon achievement at the University of Rhode Island (see Appendix F, Transfer Policies). #17-18-29A

**8.14.10** Visiting Students are persons who qualify for undergraduate admission as regular candidates, but who are matriculated at other institutions. Such students may preregister and be enrolled for a maximum of two semesters. The appropriate academic dean shall have the authority to extend the visiting student’s enrollment on a semester-by-semester basis.

**8.15.10 College Level Examination Program (CLEP) General Examinations.** Students who have not been pursuing formal studies for at least three years may take CLEP General Examinations to demonstrate academically measurable learning acquired in non-traditional ways. Transfer students may receive credit from CLEP General Examinations taken prior to enrollment at the University provided that their scores meet University standards and provided that their academic dean judges that the CLEP credit does not duplicate other transfer credit.

**8.15.11** Eligible students are encouraged to take the CLEP General Examinations, after conferring with an advisor, before or during their first semester at the University. Students enrolled in (Bachelor of Interdisciplinary Studies) BIS 100 customarily take the CLEP General Examinations. Credits placed on the student’s record as a result of passing scores for CLEP General Examinations, in combination with all other earned credit, may not exceed 45 credits.

**8.15.12** Students who earn credit for CLEP General Examinations shall be allowed to apply these credits toward the General Education requirements in the following manner:

Humanities Examinations: ART 1A4 = 3 credits; ENG 1A4 = 3 credits

Natural Sciences Examination: GNED 1A1 = 6 credits

Social Science and History Examinations: SOC 1A2 = 3 credits; HIS 1A3 = 3 credits

College Composition: WRT 1B1 = 3 credits; WRT 2B1 = 3 credits

College Composition Modular: XXX 1XX = 3 credits free electives; to earn an additional 3 credits WRT 1B1, students must contact the Department of Writing & Rhetoric for optional proficiency test prior to earning 12 credits at URI

Mathematics: MTH 1B3 = 3 credits; MTH 1XX = 3 credits

#07-08-17, #12-13-2, #15-16-28

**8.15.13** It is the responsibility of the academic deans to prevent students from using CLEP General Examinations to duplicate credit earned by other means.

**8.15.14** The University's policies on CLEP General Examinations can be changed only by Faculty Senate legislation.

**8.15.20 CLEP Subject Examinations.** Academic departments may use CLEP Subject Examinations as proficiency exams to test students' mastery of the subjects taught by the department. A department which judges a CLEP Subject Examination to be a satisfactory proficiency exam will decide what credits shall be awarded within the department to students who pass the exam, will establish the minimum score for credit, will decide whether students must answer the optional essay questions supplied by CLEP, and will decide whether students must pass a supplemental departmental test, such as a lab exam. All the decisions of the department must gain the endorsement of the dean of the college to which the department belongs. A list of courses which afford credit by CLEP Subject Examination shall be included in the Undergraduate Catalog.

**8.15.21** Departments may alter their standards for CLEP Subject Examinations or may withdraw their approval of an exam with the consent of the college dean. College deans will inform the Dean of the University College for Academic Success, the Dean of Admissions, and the catalog coordinators of all changes in CLEP policies of the departments of their colleges. #17-18-29A

**8.15.22** Matriculated University of Rhode Island students must secure the approval of their academic dean prior to taking a CLEP Subject Examination for credit. It is the responsibility of the dean to prevent students from using CLEP Subject Examinations to duplicate academic credit.

**8.15.23** Transfer students may receive credit from CLEP Subject Examinations taken prior to enrollment at the University, provided that their scores meet University of Rhode Island standards and provided that their academic dean judges that the CLEP credit does not duplicate other transfer credit.

**8.15.24** Students who earn credit by CLEP Subject Examination for courses which satisfy the University General Education Requirement may apply their CLEP credit toward the General Education Requirement.

**8.16.10 The University College for Academic Success.** All qualified freshman students who plan to pursue a curriculum leading ultimately to a baccalaureate degree shall be admitted to the University College for Academic Success (see 3.21.20) (see 8.13.10 for admission of transfer students). #17-18-29A

**8.16.11** The University College for Academic Success shall make it possible for students to acquire education and skills basic to several baccalaureate programs at the University. Some baccalaureate programs require admission at the point of matriculation to the University, thus may not be available options to continuing students. #17-18-29A

**8.16.12** Students who have a clear educational or professional objective when they enter the University shall be encouraged to pursue this objective as directly and rapidly as possible, subject to the educational requirements established by the various college faculties and approved by the Senate. They shall be assigned to the appropriate adviser and shall have access to advisers drawn from all University curriculums. Entering freshmen who do not know which curriculum they want to select shall be encouraged to experiment and "sample" courses in several fields of study. Such students shall also have access to an effective advising system (see 3.21.21) and shall select at an appropriate time the courses of study which will satisfy entrance requirements to one or more University colleges and curriculums. They shall be assigned to advisers by the Dean of University College for Academic Success.

**8.16.13** A student may transfer from the University College for Academic Success to a degree-granting college of the University after completion of at least 24 credit hours (including transfer credits) provided that the requirements for admission to that college and major have been met. A student who has earned more than 75 credits may not be registered as a University College student. If the student has a 2.00 average or better, he or she will transfer to a degree-granting college. If the student has less than a 2.00 average and does not meet the criteria for academic dismissal (see 8.23.12), he or she may petition the Scholastic Standing Committee of the degree-granting college for an exception to the 2.00 requirement for transfer. If the petition is denied, the student will be blocked from matriculating status by the Director of

Enrollment Services on recommendation of the dean and will be allowed to take courses only as a non-matriculating student (see 8.19.10 ff.). #17-18-29A

**8.16.14** A student who has transferred from University College for Academic Success but has earned no more than 75 credits may change colleges through the mechanisms provided by University College. After earning 75 credits, the student will transfer directly from degree-granting college to degree-granting college.

**8.16.15** Each undergraduate degree-granting college shall specify its entrance requirements for its various degree curriculums which may each include up to, but not more than, 10 courses (approximately 30 semester credits). None of the various undergraduate colleges shall set entrance standards requiring either a quality point average higher than 2.00 for all courses or for the courses it specifies as entrance requirements, but a college may accept a student with a lower quality point average (for exception, see 8.16.16).

**8.16.16** In cases where there may be more students seeking access to a program or college than can be accommodated, because of limited faculty and/or facilities and/or rapidly shifting student preferences and needs, this situation shall be reported to the Provost and Vice President for Academic Affairs by the dean of the college impacted by excess enrollment applications. The Provost must declare the impacted program officially “oversubscribed” in order to allow restricted admissions. When a program has been declared officially oversubscribed by the Provost, only those students considered to have demonstrated the highest promise for academic success will be admitted to the oversubscribed program. The Provost, in consultation with the department chairperson and dean of the college concerned, shall determine the number of students to be admitted. Oversubscribed programs shall be reviewed at least once a year. Students not being admitted shall have the choice of either entering any other college or program for which they have satisfied entrance requirements or devoting up to one year of additional study within the University College for Academic Success to satisfy entrance requirements of another program.

**8.17.10 Internal Transfer.** A student seeking transfer from one undergraduate college to another within the University shall submit credentials for approval to the dean of the college to which transfer is sought. The official transcript of the student’s work shall include the record of all work undertaken in all divisions of the University, and the quality point average shall reflect all work attempted at the University.

**8.17.11** If a student subject to probationary or conditional status in one college is accepted for registration to another college of the University, the student must be continued on probation or conditional status in the college to which transfer is made.

**8.18.10 Military Service.** Veterans who have completed six months or more of active duty in some branch of the United States Armed Forces may be awarded no more than one credit in basic physical education and three credits in military science for their military experience. Credit awards will be determined by the dean of the college in which the student’s degree is to be awarded. An additional credit allowance may be granted by the student’s dean in accord with the recommendations of the American Council on Education handbook, *A Guide to the Evaluation of Experiences in the Armed Forces*, when appropriate to the student’s curriculum.

**8.19.10 Non-matriculating Students.** A non-matriculating student is one who is enrolled for courses at the University but has not been admitted to University College for Academic Success or a degree-granting program by the Dean of Admissions or the Dean of the Graduate School or one who has been academically dismissed from a college of the University (see 8.25.10 – 8.25.18 for regulations pertaining to academically dismissed students). Although visiting students, including those on exchange programs, are considered as non-matriculating for reporting purposes, they are otherwise excluded from regulations applying to non-matriculating students (see 8.14.10).

**8.19.11** With the exception of students dismissed for academic reasons, all undergraduate, non-matriculating students (i.e., those who have not earned a baccalaureate degree) enrolling for courses on the Kingston campus shall be the administrative responsibility of the Dean of University College for Academic Success; all undergraduate, non-matriculating students registering only for continuing education courses or educational opportunities through the Office of Strategic Initiatives shall be the administrative responsibility of the Dean of the College of Education and Professional Studies. #17-18-29A

**8.19.12** These colleges will provide advising services, referring students to advisers in the department of their potential major when appropriate. Students may not register for courses in impacted programs without the written permission of the department chair, and their schedules must be approved by their dean who will determine whether they meet course

prerequisites or other requirements. Non-matriculating students shall be seated last in all courses according to procedures determined by the Office of Enrollment Services.

**8.19.13** The Graduate School shall have administrative responsibility for non-matriculating students in the following categories: 1) persons holding a bachelor's degree who wish to earn initial or permanent certification to teach or to fulfill other state certification requirements; 2) persons who have applied to the Graduate School for degree status but are required to do remedial work, complete prerequisites, or enroll for a trial period; 3) postdoctoral students; 4) persons pursuing nurse practitioner or other graduate certificates.

**8.19.14** Non-matriculating students may enroll as full-time or part-time students. A post baccalaureate student shall not register for more than 15 credit hours per semester. Credit limitations may be imposed on previously dismissed students by their academic dean (see 8.25.12) and on students seeking admission by the Dean of Admissions. All other non-matriculating students shall enroll for no more than 18 credit hours per semester.

**8.19.15** At the end of each semester, the dean will review the academic records of all non-matriculating students for whom he or she is responsible. Non-matriculating students must earn a 2.00 QPA in each semester. Further registration for students who do not achieve this level may be denied by the Director of Enrollment Services on the recommendation of the dean. Non-matriculating students who earn below a cumulative 2.00 QPA or have attempted in excess of 30 credits will receive a registration hold and will be required to meet with an academic advisor before further registration. The dean will invite non-matriculating students who are making satisfactory progress to become matriculating by admission or readmission as appropriate. #15-16-37

## Academic Requirements

**8.20.10 General Education.** The foundation of all academic efforts begins with a broad base of knowledge covering all areas of human accomplishment and experience, broadly categorized as the arts, the humanities, the sciences including mathematics, and the social sciences. Therefore, URI students will gain exposure to the theories and practices of these four areas, as well as in their relationships to one another, regardless of each student's major. Knowledge, by itself, is insufficient for development of well-rounded individuals. URI students will receive focused training and practice in the competencies of writing, oral communication, mathematics, and information literacy and apply all four to a wide variety of projects. Knowledge and competencies, however, are still insufficient. To be a fully functioning citizen, students must develop a sense of their place in society at the local, national, and global levels. URI students will be exposed to the experience and practice of responsibilities in civic engagement, global perspectives, and diversity and inclusion to clearly perceive and engage with the world in which they live. Through a General Education program pursued across a college career and in conjunction with specialized work in one or more majors, the student must clearly demonstrate the ability to synthesize knowledge, competencies, and responsibilities in a coherent and comprehensive display of scholarly or practice-based work. This is the fundamental goal of the URI General Education program — to enable students to develop themselves as scholars and individuals ready to employ and synthesize knowledge, competencies, and responsibilities, to solve problems and to engage confidently with the personal, public, and professional spheres.

The General Education program will assess student exposure to twelve (12) Student Learning Outcomes in four (4) areas:

A. Build **knowledge** of diverse peoples and cultures and of the natural and physical world.

1. Understand and apply theories and methods of the **science, technology, engineering, and mathematical (STEM) disciplines**.
2. Understand theories and methods of the **social and behavioral sciences**.
3. Understand the context and significance of the **humanities** using theoretical and historical perspectives.
4. Understand the context and significance of **arts and design** using aesthetic and technical perspectives on form, creativity, and performance.

B. Develop intellectual and interdisciplinary **competencies** for academic and lifelong learning.

1. **Write** effective and precise texts that fulfill their communicative purposes and address various audiences.
2. **Communicate effectively** via understanding audiences, listening, delivering oral presentations, and actively participating in teams or group work.
3. Apply the appropriate **mathematical, statistical, or computational strategies** to problem solving.

4. Develop **information literacy** to independently research complex issues.

C. Exercise individual and social **responsibilities**.

1. Develop and engage in **civic knowledge and responsibilities**.
2. Develop and exercise **global responsibilities**
3. Develop and exercise responsibilities relating to **diversity and inclusion**

D. **Integrate and apply** these abilities and capacities, adapting them to new settings, questions, and responsibilities to lay the foundation for lifelong learning.

1. Demonstrate the ability to **synthesize** multiple knowledge perspectives, competencies, and responsibilities.

#13-14-21, #15-16-13, #15-16-20

**8.20.11** All baccalaureate students at the University of Rhode Island shall fulfill the University's General Education requirements as outlined in paragraphs 8.20.12 through 8.20.14. Students may fulfill their University General Education requirements throughout their undergraduate career. Transfer students may receive General Education credit for courses taught at another institution insofar as such courses are equivalent to courses given General Education credit at the University of Rhode Island. #03-04-29, #13-14-21, #15-16-13, #15-16-33

**8.20.12** All General Education courses will assess two Student Learning Outcomes, in the following configurations:

Knowledge (Area A) and Competency (Area B)  
Knowledge (Area A) and Responsibility (Area C)  
Competency (Area B) and Competency (Area B)  
Competency (Area B) and Responsibility (Area C)  
Integration (Area D) and Competency (Area B)  
Integration (Area D) and Responsibility (Area C)

Students must take at a minimum of three (3) credits of courses, or an approved sequence, for each of the twelve (12) assessed Student Learning Outcomes, plus additional courses to complete a minimum of 40 credits of approved General Education courses. Approved General Education courses must cover at least 1 Student Learning Outcome fully; courses may cover 2 Student Learning Outcomes fully. Overlap is allowed when a course fulfills two Student Learning Outcomes, but the credits cannot be double counted (within General Education courses) towards the total of 40. For information on having any requirement waived by proficiency examination see 8.20.15. #13-14-21, #15-16-13

**8.20.13** A student must take one (1) course from those courses designated as Grand Challenge courses by the suffix "G" following the course code and number (e.g. COM 100G). A Grand Challenge course is an interdisciplinary General Education course that may be offered at any level (100 to 400). It is designed to facilitate students' exploration of multiple perspectives on areas of contemporary significance, including their ethical implications, and to provide a stimulating and innovative course experience that addresses significant global challenges and broadens students' understanding of the critical issues facing them in the 21st century. #13-14-21, #15-16-13

**8.20.14** Any course that assesses two (2) of the General Education Student Learning Outcomes may be submitted to the Curriculum and Standards Committee for approval to fulfill General Education requirements, regardless of that course's place in a major or prerequisites. No college, department, major, minor, or other program or course of study may require a student to choose a specific course to satisfy the General Education requirements, although courses that fulfill requirements or prerequisites for majors which also happen to satisfy General Education requirements can be recommended through advising. Of the courses taken to complete General Education requirements, only up to 12 credits may share the same disciplinary code. An exception to the limit is allowed for the HPR (Honors Program topic) course code. Only courses that fulfill the D1 Student Learning Outcome, Integrate and Apply, may be graded using S/U. Of D1 courses graded S/U, a student may apply only up to 6 credits to the total 40 credits needed to complete the General Education requirements. #13-14-21, #15-16-13 #16-17-26B, #17-18-23

**8.20.16** Topics for the Honors Colloquium and other Honors courses shall be considered for General Education upon request of the Honors Director and the Teaching, Advising, and Assessment Committee. #13-14-21, #15-16-13, #17-18-23

**8.20.17** The General Education Subcommittee shall, through the Curriculum and Standards Committee, make recommendations to the Faculty Senate regarding implementation and administration of General Education and shall report periodically its evaluation of the General Education Program, including a review of the appropriateness of courses for General Education. #13-14-21, #15-16-13, #17-18-23

**8.20.20** General Education is only a portion of any undergraduate degree program. Major and minor requirements along with electives contribute significantly to students' education. All programs should include in their curricula opportunities for students to develop further the skills that this General Education program addresses. As a consequence of the interaction between General Education and major programs, the University of Rhode Island expects that all programs will lead students toward:

- The ability to think critically in order to solve problems and question the nature and sources of authority.
- The ability to use the methods and materials characteristic of each knowledge area with an understanding of the interrelationship among and the interconnectedness of the core areas.
- A commitment to intellectual curiosity and lifelong learning.
- An openness to new ideas with the social skills necessary for both teamwork and leadership;
- The ability to think independently and be self-directed; to make informed choices and take initiative.

#03-04-29 #13-14-21, #15-16-13, #17-18-23

**8.20.30 Director of General Education.** A Director of General Education, selected from the University faculty, shall coordinate and advocate for the General Education Program. The Director shall, in concert with General Education Subcommittee, be responsible for the overall management of the General Education Program. The Director shall report to the Chair of the Faculty Senate, keeping the Faculty Senate Executive Committee informed of current issues as requested. Questions of jurisdiction regarding joint responsibility for the General Education Program shall be referred to the Faculty Senate. The Director shall be released from one half of his/her normal duties and shall be compensated for work done during summers. Normal duties shall include, but not be restricted to, teaching, assigned research, advisement, committee work and thesis direction. #16-17-31, #17-18-23

**8.20.40 Major Fields of Study.** An undergraduate student's concentrated field of study in a degree-granting college shall be the student's "major"; University College students may have a "preferred major." The major field of study for graduate students shall be the student's "program." Curricular requirements for majors and programs are defined in the University Catalog. At least half of the credits required in an undergraduate student's major field of study must be earned at The University of Rhode Island, with exception for an approved articulation agreement in Nursing. A student's major(s) or program(s) and option(s) will be listed on the student's permanent academic record after graduation. #00-01-2 #13-14-2 #16-17-22

**8.20.50 Minor Fields of Study.** Undergraduate students may declare a "minor" field of study. A minor is a secondary concentration of courses. Requirements may be satisfied by: 1) completion of 18 or more credits of any of the interdepartmental minors that have been proposed by one or more departments and approved by the Curriculum and Standards Committee, Faculty Senate, and the President; or 2) completion of 18 or more credits of related studies offered by one or more departments or programs and sponsored by a faculty member competent in the minor field of study. To declare a minor, a student must have approval of the department chairperson of the minor field of study (or faculty sponsor in option 2 of this paragraph), and the student's academic dean. A student's approved minor(s) will be listed on the student's permanent academic record after graduation. #16-17-22, #17-18-23, #19-20-9

**8.20.51** At least twelve of the eighteen credits required for a minor shall be at the 200-level or above. At least eight of the credits required for a minor must be earned at the University of Rhode Island. A minimum average of 2.00 must be earned in the eighteen or more credits required for the minor. #16-17-22, #19-20-9

**8.20.52** A maximum of two courses required in a major program may be used to apply to both the major and minor fields of study. Additionally, graduates who have earned an undergraduate degree with a minor from the University of Rhode Island and who are then readmitted to the University to pursue an alternate major or degree, may apply for that purpose all credits earned in pursuit of the previous minor field of study. Courses from other curricula that are recommended or required for the major may apply to the minor. Courses in General Education may be used for the minor. Courses in the minor may not be taken under the pass-fail grading option. #05-06-35 #16-17-22, #19-20-9

**8.20.53** Application for a minor must be filed in the academic dean's office no later than the beginning of the second semester of the student's senior year. Departments and programs may require an application for a minor in advance of the second semester of the senior year, but not before the semester in which 60 credits are completed. #05-06-35 #16-17-22

**8.20.60 Options.** Some programs require that students complete an option within the major field. In these programs, students will complete a common core of courses and select an option on the basis of their career interests. The option consists of courses designated by the department as appropriate for that option. The courses so designated will give students expertise in a particular aspect of the discipline. Students must declare their option before graduation. The option will appear on the student's transcript in addition to their program(s) and major(s). #00-01-2 #16-17-22

**8.20.61** A minimum grade point average of 2.00 must be earned in the option courses. At least half of the credits required for the option must be earned at the University of Rhode Island. #00-01-2 #16-17-22

**8.20.62** Options require approval of the college Curriculum Committee, Curriculum and Standards Committee of the Faculty Senate and the Faculty Senate. The proposal to create an option must be in writing and indicate that the proposal has departmental approval. The rationale must address the question of why the option is a meaningful distinction within the major. #00-01-2 #16-17-22, #17-18-23

**8.20.70 Undergraduate Certificates.** Students may enroll in approved Undergraduate Certificate Programs to further their knowledge of a field of interest, provide specialized training, and/or to enhance their professional skills. Undergraduate Certificates generally require 15-21 credits of coursework. Undergraduate Certificates are available to degree seeking and certificate-only seeking undergraduate students. #16-17-22

**8.20.71** Students who have been admitted to an undergraduate degree program may enroll in an Undergraduate Certificate Program while completing their degree requirements by obtaining the approval from the Certificate Coordinator or chairperson of the department offering the certificate and from the student's academic dean, and satisfying the admission requirements for the desired certificate. Completion requirements are specific to each Undergraduate Certificate Program. A completed Undergraduate Certificate will be listed on the student's permanent academic record after graduation. #16-17-22

**8.20.72** Students pursuing an Undergraduate Certificate must be admitted through the Office of Admissions or the Alan Shawn Feinstein College of Education and Professional Studies, Office of Strategic Initiatives upon the recommendation of the appropriate admissions officer. Such admissions shall be limited to completion only of the Undergraduate Certificate Program. Students admitted under this regulation are subject to the same regulations as students admitted in the usual way. Undergraduate Certificate-only students seeking admission to any undergraduate major at the University shall be considered transfer students and are subject to all transfer admission criteria outlined in 8.13.10 – 8.13.13. A student accepted directly into an Undergraduate Certificate program is one who is enrolled for appropriate courses to complete the Undergraduate Certificate at the University but who has not been admitted to University College for Academic Success nor to a degree-granting program by the Dean of Admissions or the Dean of the Graduate School nor one who has been academically dismissed from a college of the University (see 8.25.10 – 8.25.18 for regulations pertaining to academically dismissed students). #16-17-22, #19-20-34

**8.20.73** Courses completed in pursuit of an Undergraduate Certificate may be used to apply toward undergraduate degree requirements. Undergraduate Certificate courses may not be taken under the pass-fail grading option. Applicants may not transfer courses into an undergraduate Certificate Program that have been taken at institutions other than URI. Credits earned at URI and applied to the Undergraduate Certificate Program must have been taken within eight years of matriculating into the Undergraduate Certificate Program and cannot total more than two-fifths of the total number of credits required for the Undergraduate Certificate Program. #16-17-22

**8.20.74 Time-to-degree Limit.** Students must complete all of the requirements for the Undergraduate Certificate Program within 5 years of their date of matriculation in that Program. #16-17-22

**8.20.75 Undergraduate Certificate program form.** Students in an Undergraduate Certificate Program must complete an Undergraduate Certificate program form and submit it to the office of their academic dean at the time of acceptance to the program. Undergraduate Certificate program forms list the courses to be taken to fulfill the requirements of the Certificate. If any changes in the original Undergraduate Certificate program are made, a new Undergraduate Certificate program form must be submitted as soon as possible. All Undergraduate Certificate Programs will have an established list of courses that can be used to satisfy the requirements for the Certificate. #16-17-22

**8.20.76** Students in an Undergraduate Certificate Program must have approval of the department chairperson of the Undergraduate Certificate and the student's academic dean. A student's approved and verified Undergraduate Certificate will be listed on the student's permanent academic record after graduation. #16-17-22

**8.20.77 Nomination for Graduation.** A Nomination for Graduation form must be submitted to the student's academic dean in a student's final semester. Deadlines for submission are published on the individual degree granting college websites. #16-17-22

**8.20.78 Grades and Grade Point Averages.** Students must meet the acceptable grade requirements as described in the catalog description for their specific Undergraduate Certificate. A minimum average of 2.00 must be earned in the 15-21 credits required for the undergraduate Certificate. #16-17-22

**8.20.79 Undergraduate Certificate Program Coordinators.** Every Undergraduate Certificate Program shall have at least one Coordinator. The Coordinator may be the Department Chair of the Department sponsoring the Certificate, or in the case of Interdisciplinary Certificates may be a participating faculty member. The Coordinator must assure that students enrolled in the Undergraduate Certificate Program are advised properly and provide the most up to date program information to students seeking completion of the Undergraduate Certificate. Coordinators/Chairs must approve a student's participation in the Undergraduate Certificate, approve changes to Undergraduate Certificate forms, and submit Nominations for Graduation when students have completed the Undergraduate Certificate. Coordinators and participating faculty also respond to programmatic questions from potential applicants, maintain files on active students, and keep records of the number of students who have participated in the Undergraduate Certificate Program from its inception. #16-17-22

**8.20.80 Post-Baccalaureate Certificates (see Appendix J of the Graduate School Manual).** Post-baccalaureate Graduate Certificates offer students the ability to obtain a graduate credential in a specialized topic. Graduate Certificate Programs are designed to use existing courses to respond to professional and workforce needs, and to provide opportunities for the exploration of new curricular areas. They are distinctly different from certification programs and are not intended to meet licensure or professional practice requirements. Students applying for admission into a Graduate Certificate Program must do so through the URI Graduate School admission system. Applicants must have a bachelor's degree from an accredited University or College. International students must be enrolled in a graduate degree program. Certificate programs establish their own admission requirements pending approval from the Graduate Council. Students in one or more certificate programs may also be enrolled simultaneously in a master's or doctoral degree program. For more information, consult Appendix J of the Graduate School Handbook. #16-17-22

**8.20.90** Proposals to create Undergraduate or Post-Baccalaureate Certificate Programs require approval of the faculty of the originating department, the college curriculum committee, the appropriate coordinating and review committee (normally the Curriculum and Standards Committee or Graduate Council), the Faculty Senate, the President, and the Council on Postsecondary Education. Certificate Programs shall be subject to the Undergraduate Certificate review process (8.86.10 – 8.86.14). #16-17-22, #17-18-23

**8.21.10 Undergraduate Curricular Requirements.** The minimum number of credits required for graduation for all four-year baccalaureate programs shall be 120 and the maximum 148. No curriculum shall exceed 32 classroom and laboratory contact hours per week in one semester. Every curriculum shall include at least six credit hours of free electives. Exceptions to this may be granted when a program demonstrates to the satisfaction of the Curriculum and Standards Committee and the Faculty Senate that accreditation requirements are such that the program cannot permit six credits of free electives within the program's normal length (4 or 5 years). This requirement shall not apply to existing time shortened degree programs. #17-18-4B, #17-18-23

**8.21.11** The program in General Education shall apply to all baccalaureate degree programs.

**8.21.12** A required course is one that is designated in the University Catalog as a specific curriculum or major requirement.

**8.21.13** A free elective is one that is not designated in the University Catalog as a specific curriculum or major requirement.

**8.21.14** A student who is admitted to the University with entrance conditions shall remove all such deficiencies in accordance with regulations of the degree-granting college in which the student seeks to matriculate.

**8.21.15** Course credit earned at the University or other institutions more than eight years prior to admission, readmission, or transfer to a degree-granting program shall be counted for graduation only with the consent of the dean of the college involved.

**8.22.10 Graduation.** To graduate, a continuously matriculated student must have met the requirements of the curriculum in which the student is enrolled and the minimum quality point average approved by the Faculty Senate and published in the University Catalog at the time of initial matriculation. A student who leaves the University and is subsequently readmitted may choose to meet the requirements in effect at the time of initial matriculation except that students returning to matriculated status after a period of more than eight years must follow the current General Education requirements. A cumulative average of at least 2.00 is required for all undergraduate degrees. One fourth of all credits required for graduation must be earned at the University.

**8.22.11** The work of the senior year shall be taken at the University of Rhode Island. Exceptions must be approved by the faculty of the college in which the student is enrolled. However, the dean of the college shall be able to approve a maximum of fifteen credits to be taken at another college or university. #07-08-27

**8.22.20** Any student who has met the requirements for two different bachelors degrees will be granted both degrees and will be issued two diplomas. #00-01-13

**8.22.21** Any student who has met the requirements for two separate majors within any single bachelors degree has earned a double major and may have both majors listed on the student's permanent record, but will not be issued a second diploma.

**8.22.22** Students who have completed degree requirements for a major and have graduated shall be readmitted to the University to pursue a second major subject to current catalog requirements. #00-01-12

**8.22.30 Courtesy Degree.** A student who has completed the degree requirements of six semesters at the University in the curriculum in which the student was last registered and who then enrolled in an accredited professional college and received therefrom a recognized professional degree may, upon application, be awarded a baccalaureate degree from the University, such award to be made at the next regular commencement following the date of application. (Note: This courtesy shall not apply to students whose application is for a University of Rhode Island degree conferred after the June 1985 commencement).

**8.22.40 Distinction.** Students who complete at least sixty (60) credits of their work at the University are eligible to graduate with honors. Grades in all courses attempted at the University shall be included in the calculation of the quality point average. On the recommendation of the student's dean, an exception may be made for students who have been readmitted but have not used any of the prior work to satisfy the degree requirements. Those who attain a cumulative quality point average at the time of graduation of at least 3.30 shall be recognized as graduating "cum laude." Those who achieve a quality point average of 3.50 shall graduate "magna cum laude," and those who attain a quality point average of at least 3.70 "summa cum laude." Participation in an honors program shall not be a condition for graduating "cum laude," "magna cum laude" or "summa cum laude." #00-01-29

**8.22.50 Posthumous Degrees.** Any University of Rhode Island student who dies while registered for courses and who has completed at least fifty percent of the credits necessary for the degree which he or she is seeking is eligible to be awarded a posthumous degree. On the recommendation of the chair of the department and the dean of the college in which the student was enrolled, the President of the University or designee, and the Board of Education may confer a posthumous degree. #02-03-31

**8.22.51** Posthumous degrees shall be presented to the family of the deceased student by the college dean on behalf of the President of the University at a time and place of the President's choosing. However, that time and place may not be at the time and place of any college graduation ceremonies except by recommendation of the department chair and college dean. #02-03-31

**8.23.10 Academic Standards for Matriculating Undergraduate Students.** A student shall be placed on scholastic probation if the student's overall cumulative scholastic average falls below a 2.00. For purposes of determining dismissal of part-time students, scholastic standing committees shall consider an accumulation of twelve (12) attempted credits as the minimum standard for one semester's work.

**8.23.11** Students on academic probation shall not enroll for more than 15 credits, and must obtain their advisor's approval to preregister, register, or change registration.

**8.23.12** A student shall be dismissed for scholastic reasons at the end of the third semester of probation or when the student has a deficiency of eight or more quality points below a 2.00 average after being on probation the previous semester. (A student on probation for the second successive semester who has a deficiency of fewer than 8 quality points below a 2.00 average will continue on probation.) Students who obtain less than a 1.00 average in their first semester shall be dismissed automatically.

**8.23.13** When a student receives a report of "incomplete" (I) or when no grade is reported, the student's standing shall be calculated from the remainder of the student's work.

**8.24.10 Procedure for Scholastic Discipline for Undergraduate Students.** A scholastic standing committee shall be established for each college. The membership shall comprise the dean of the college and two or more faculty members of the college, appointed by the dean.

**8.24.11** Students subject to automatic probation or dismissal in accordance with the provisions of 8.23.10 – 8.23.13, shall be so notified by their academic deans.

**8.24.12** Students subject to automatic dismissal shall have the right to appeal to their dean within five days of the date of notice by filing with the dean a written statement explaining the extenuating circumstances and stating the reasons why the dismissal action should not prevail.

**8.24.13** The appeal shall be reviewed by the college's scholastic standing committee, which shall confirm the dismissal or continue the student on probation. The Scholastic Standing Committee will determine if dismissal is for one academic semester or one academic year. The decision of the Scholastic Standing Committee shall be final.

**8.24.14** Each Scholastic Standing Committee shall meet as soon after the end of each final grade period as is practicable.

**8.24.15** Every case of automatic dismissal and of action on appeals shall be reported by the dean of each college to the Office of Enrollment Services. Dismissal shall result in the loss of matriculating status.

**8.24.16** No credit toward a degree requirement shall be accepted for courses taken while the student is under suspension or dismissal from the University for either academic or disciplinary reasons, unless express permission for registration has been given by the student's academic dean or in the case of disciplinary action, the Dean of Students.

**8.25.10 Reinstatement of Matriculating Undergraduate Students.** A student who has been dismissed may be reinstated to matriculating status after a period of one academic semester or one academic year upon recommendation of the Scholastic Standing Committee of the college in which registration is desired.

**8.25.11** Students who have been academically dismissed are the administrative responsibility of the dean of the college to which they wish to be readmitted. Those who wish to take courses as non-matriculating students shall be provided advising services by the dean who will refer students to advisors in their anticipated major when appropriate. Credit and/or course limitations may be imposed on previously dismissed students by their academic dean.

**8.25.12** At the end of each semester the dean will review the academic records of each student allowed course work under these provisions. Previously dismissed students may enroll for no more than two semesters provided that they earn a minimum of 2.00 QPA in each of these two semesters. At the end of two semesters they must apply for readmission and be readmitted as matriculating students or successfully petition to the dean and Scholastic Standing Committee of the college for an exception to the two-semester limitation. Students who are neither readmitted nor granted a time extension by petition will be denied further enrollment in the University.

**8.25.13** Students dismissed for academic reasons may be reinstated either under conditional readmission or under probationary readmission. Students with a deficiency of eight or more quality points below 2.00 who left the University but were not dismissed may be reinstated in either of the above categories. A conditional student shall be subject to regulations outlined in sections 8.25.14 – 8.25.16. For regulations governing probationary status see 8.23.10 – 8.23.13.

**8.25.14** Students on conditional status must earn at least a 2.00 average in each of two conditional semesters. For part-time students, accumulation of twelve graded credits (A-F or U) at the University shall be equivalent to one semester. Students not earning the necessary minimum grades for retention in the University during the conditional period shall be dismissed at the end of the first semester in which they are deficient. Conditional students may not appeal such dismissal.

**8.25.15** At the end of the two conditional semesters, if the preceding minimum grade requirements have been met, the Scholastic Standing Committee shall direct the Office of Enrollment Services to examine the student's record prior to readmission and designate pass credits for those courses for which a grade of "C-" or better was received. No credit shall be given in courses in which grades "D+," "D," "F," or "U" were received. While the permanent record shall continue to show previous grades, the calculations of the minimum number of quality points necessary for graduation shall be based on grades earned after the time of the conditional reinstatement.

**8.25.16** Students shall normally be allowed only one conditional reinstatement. However, after a significant time of separation from the University (no less than five years), students who demonstrate a seriousness of purpose and evidence of academic achievement may, upon recommendation of the dean of the college to which they are applying, be granted a second conditional reinstatement. A student may also have a second conditional reinstatement if, while on dismissed status, he or she earns an academic degree from a regionally accredited institution.

**8.25.17** During the period of the student's separation from the college in which the student was enrolled, any course taken with the prior permission of the student's dean in which the student has earned a "C" or its equivalent or better shall be accepted by the Scholastic Standing Committee of the school or college in which the student is registered and shall be given transfer credit on the student's permanent record if reinstated.

**8.25.18** The student seeking reinstatement shall submit a written request to the Scholastic Standing Committee of the college to which the student plans to return. If in the Committee's judgment, incorporating the evidence from any course work taken elsewhere as specified in 8.25.17, the student may reasonably be expected to do satisfactory work, it shall allow the reinstatement.

**8.26.10 Appeals Procedure.** Every undergraduate college shall establish and publish procedures for dealing with student requests for exceptions to courses of study or to other degree requirements or academic rules prescribed by that college or by the General Faculty.

**8.26.11** Undergraduate students seeking exceptions to any University rule pertaining to their academic circumstances, including degree requirements and courses of study, shall do so by written petitions submitted to the students' respective deans. Copies of all such petitions shall be preserved by the respective deans for not less than two years.

**8.26.12** No waiver of any college or University rule or requirement pertaining to an individual student's academic circumstances may be granted except in conformity with 8.26.10 and 8.26.11.

**8.26.13** Faculty members bear responsibility for the evaluation of students and their professional judgment in this regard is to be respected. Undergraduate and graduate students who object to a recorded grade in a course shall discuss the matter initially with the instructor. If the issue remains unresolved, students shall make their case in writing to the instructor's department chairperson or immediate administrative supervisor. The chair/supervisor shall respond to the request, in writing, after a decision is made. If the chairperson/supervisor thinks the appeal has merit, she/he shall so inform the instructor, providing to the instructor a copy of the student's written appeal as well as of the chair's/supervisor's written response. If this still fails to produce resolution, the chairperson/supervisor shall refer the matter to a departmental or college appeals committee for a recommendation. (The latter would be appropriate in colleges lacking departments or where department faculty have voted to delegate the authority to a college appeals committee. For petitions concerning grades, appeals committees at both levels shall include a faculty member from a closely allied department or discipline.) If, after investigating the appeal, the committee concludes that compelling reasons exist to modify a grade, it shall give the instructor a written explanation of its decision and ask that person to make the change. If the instructor still declines, he/she must provide the committee with a written explanation of the reasons for refusing. If, after considering the instructor's explanation, the committee agrees unanimously that it would be unjust to let the original

grade stand, it shall direct the chairperson/supervisor that the grade be changed over the instructor's objection. The chairperson/supervisor shall then initiate the change, notifying the instructor, the student, the instructor's dean, the student's dean, and the Office of Student Affairs of this action. The only exception to these guidelines shall be in cases where the instructor can no longer be consulted (e.g., that person has died or moved to an unknown address). In these circumstances, the appropriate chairperson/supervisor shall act in the stead of the absent instructor and modify a student's grade if a departmental or college appeals committee unanimously recommends such action in writing. In general, grades under appeal shall not be considered when evaluating students for continuance in an academic program or for scholarship eligibility. The filing of the appeal must occur within two semesters following the issuing of the grade. #05-06-31, #06-07-32, #09-10-12 #13-14-2

**8.27.10 Cheating and Plagiarism.** Students are expected to be honest in all academic work related to the classroom, online, internships, co-ops, study abroad, independent studies, research projects, practica, or other experiential placements. #15-16-30

**8.27.11** A student's name on any written exercise (theme, report, notebook, paper, examination) shall be regarded as assurance that the work is the result of the student's own thought and study, stated in the student's own words and produced without assistance, except as quotation marks, references and footnotes acknowledge the use of other sources of assistance. Occasionally, students may be authorized to work jointly, but such effort must be indicated as joint on the work submitted. Submitting the same paper for more than one course is considered a breach of academic integrity unless prior approval is given by the instructors.

**8.27.12** In preparing papers or themes, a student often needs or is required to employ sources of information or opinion. All such sources used in preparing to write or in writing a paper shall be listed in the bibliography. It is not necessary to give footnote reference for specific facts which are common knowledge and have obtained general agreement. However, facts, observations and opinions which are new discoveries or are debatable shall be identified with correct footnote references even when restated in the student's own words. Material taken word for word from the written or oral statement of another person must be enclosed in quotation marks or otherwise clearly distinguished from the body of the text and the source cited. Paraphrasing or summarizing the contents of another's work usually is acceptable if the source is clearly identified but does not constitute independent work and may be rejected by the instructor.

**8.27.13** Notebooks, homework and reports of investigations or experiments shall meet the same standards as all other written work. If any work is done jointly or if any part of an experiment or analysis is made by someone other than the writer, acknowledgment of this fact shall be made in the report submitted. Obviously, it is dishonest to falsify or invent data.

**8.27.14** Written work presented as personal creation is assumed to involve no assistance other than incidental criticism from others. A student shall not knowingly employ story material, wording or dialogue taken from published work, motion pictures, radio, television, lectures or similar sources.

**8.27.15** In writing examinations, the student shall respond entirely on the basis of the student's own capacity without any assistance except that authorized by the instructor.

**8.27.16** Instructors shall have the responsibility of informing students about their expectations regarding the preparation of all assignments with academic integrity. #15-16-30

**8.27.17** Instructors shall have the explicit duty to take action in known cases of cheating or plagiarism. The instructor shall have the right to fail a student on the assignment on which the instructor has determined that a student has cheated or plagiarized. The circumstances of this failure shall be reported to the student's academic dean, the instructor's dean, and the Office of Student Life. The student may appeal the matter to the instructor's dean, and the decision by the dean shall be expeditious and final. The Dean of the Alan Shawn Feinstein College of Education and Professional Studies shall be considered the instructor's dean only in cases of courses offered exclusively through the Alan Shawn Feinstein College of Education and Professional Studies (e.g. courses with the code BIS). #09-10-12

**8.27.18** If the violation warrants more severe censure, the instructor may recommend additional action to the instructor's dean. Upon this recommendation the dean may authorize the instructor to fail the student in the course. The student or instructor may appeal the dean's decision to the Provost and Vice President for Academic Affairs whose decision on the appeal shall be final.

**8.27.19** Either the instructor, the instructor's dean or the student's dean may request judicial action (see 9.21.10 9.23.31) on an allegation against a student for cheating or plagiarism. Any of the judicial sanctions listed in sections 9.22.10 – 9.22.18 may be imposed after a finding of guilty. If the request comes from an instructor it shall be accompanied by a statement of position from the instructor's dean (see 9.20.10 and 9.21.10).

**8.27.20** Students accused of academic dishonesty within the drop period may be denied the opportunity to drop the course. This requires permission from the instructor's dean. If the accusation is not upheld in an appeal, the student will be given the same options available before the end of the drop period without penalty. #04-05-32

**8.27.21** Any record of scholastic integrity infractions where actions have been taken (i.e., assignment of an "F" on an assignment and notification of the student's dean, dean's authorization to assign an "F" for the course, referral to the University Board on Student Conduct) will be forwarded to the Office of Student Life. A cumulative file will be maintained in that office. The Dean of Students shall notify the student's dean of subsequent infractions and may initiate conduct action against the student. #04-05-32

**8.27.22.** Course content and outlines, exams, and assignments created by instructors shall be considered the instructors' intellectual property. Course materials shall not be distributed, shared in any public domain or third party website, or sold without prior written consent of the instructor. #15-16-30

## **Courses, Course Enrollment and Fees**

### **8.30.10** Course Numbering System

**001-099 Level.** Pre-freshman and special undergraduate. *Characteristics:* Undergraduate courses not applicable for degree credit. Post-Secondary or sub-freshman remedial courses, Alan Shawn Feinstein College of Education and Professional Studies courses for no credit or for non-credit certificate credit only. #17-18-23

**100-299 Level.** Lower division undergraduate courses. Primarily for freshmen and sophomores and as electives for upper class students. *Characteristics:* Little or no prior college level work required. May not be taken for graduate credit.

**300-399 Level.** Upper division undergraduate courses. Primarily for juniors and seniors majoring in the field or advanced students in other disciplines. *Characteristics:* Some formal background or sophistication required but not to the extent that would ordinarily justify allowing graduate degree credit.

**400-499\* Level.** Generally limited to juniors and seniors majoring in the field. Open to other advanced undergraduates and to graduate students with permission. *Characteristics:* Extensive background required, may be taken for graduate credit. (Limitations may be stated by department if desired.)

**500-599 Level.** Graduate level courses. Bachelor's degree usually prerequisite but qualified seniors and honors students admitted with permission. *Characteristics:* Comprise majority of course work between bachelor's and master's degree. Number 599 reserved for masters thesis research and is graded on an S/U-only basis. #09-10-21

**600-699 Level.** Advanced graduate courses. No undergraduates admitted except honors students with approval of advisors and the department. *Characteristics:* Comprise majority of course work between master's and doctor's degree but not limited to doctoral students. Number 699 reserved for doctoral thesis research and is graded on an S/U-only basis. #09-10-21

**900-999 Level.** Special types of graduate courses for which no program credit is allowed. *Characteristics:* Workshops, institutes, courses taken for certificate credit only, courses taken to remedy deficiencies, and temporary courses which have not been approved by the Graduate Council for graduate program credit.

\* Courses numbered at the 400 level must have approval of both the Curriculum and Standards Committee and the Graduate Council.

**8.30.20 Simultaneous Courses.** Departments may offer courses at the 400-level and 500-level taught simultaneously to both undergraduates and graduate students. In such a case students must register for the course under either its 400

number or its 500 number. For approval at two levels course proposals must demonstrate appropriate differences to the satisfaction of both the Curriculum and Standards Committee and the Graduate Council. To be approved at both levels courses must differ substantially in requirements and expectations of students. Assignments, examinations, projects and analyses should require a greater depth of understanding, sophistication and skills for students registered under the 500 number than for those registered under the 400 number. #01-02-23,#17-18-23

**8.31.10 Basis for Credit.** The basis of a credit shall normally be three hours work; for example, one credit for each lecture or recitation and two hours of preparation, or one credit for each two-hour laboratory and one hour of preparation, or one credit for each three-hour laboratory with no outside preparation, the student workload for an online class shall be equivalent to the in-class and out-of-class work in its face-to-face equivalent. Individual evaluation of courses offering practice in a professional major shall be made by the respective deans to determine non-lecture hour credits and will include at least an equivalent amount of work as required in the definitions cited above. #10-11-23

**8.32.10 Course Credits.** The normal maximum rate at which academic credit may be earned at the University of Rhode Island is three credits per two-week session or four credits per three-week session. This limit applies to individual courses and to combinations of courses that may be offered in a single session. Courses that do not adhere strictly to standard, published academic calendars shall be approved by the Curriculum and Standards Committee and/or the Graduate Council. #12-13-21, #17-18-23, #17-18-26E

**8.32.11** Students shall be advised that courses enabling them to earn up to four credits in three or fewer weeks are designed for persons who will be able to regard their studies as a full-time activity. #12-13-21

**8.32.12** Lecture courses taught during short sessions (i.e., sessions shorter than half a semester) must include between 650 and 700 minutes of instruction time (exclusive of “breaks”) for each academic credit which is offered. (A one-credit course taught in thirteen 50-minute sessions would equal 650 minutes; a course with fourteen sessions would equal 700 minutes.) Within these limits, the exact length of a short course is at the instructor’s discretion. Appropriate justification for different contact times must be provided for courses using non-lecture formats. #04-05-29

**8.32.13** In addition to classroom instruction time, students enrolled in short sessions must be allowed an appropriate amount of time outside of class for readings, research projects and for assimilation of lecture material. This requirement may be met in part by work done by students before or after the academic session. In the former case, the instructor might require that students read specified books or articles prior to the first class; in the latter case, the instructor might require that students complete and submit a paper within a specified time period after the last class meeting.

**8.33.10 Registration Procedures.** No student shall begin a course unless officially registered for that course. A student’s registration for a course is not official until the appropriate registration form is filed in the Office of the Enrollment Services. A grade may not be received for a course for which a student is not officially registered as of the last day of classes for a semester. If specified conditions of enrollment are not met, the Director of Enrollment Services may be requested to cancel a student’s registration.

**8.33.11** For fall and spring semesters, the open add period extends for 7 days. This shall consist of the first seven calendar days of the semester. An additional 7 calendar-day late add period shall allow students the opportunity to add courses via permission numbers granted at the discretion of the faculty member or other identified office. For online courses offered in the separate fully-online accelerated calendar, registration shall be permitted up to the Wednesday before the session begins, and the add period shall extend to the first day of class with instructor permission. See [University Manual section 8.70.60](#) for open add information regarding Summer Session. #14-15-08 #17-18-6, #18-19-34

**8.33.12** The Director of Enrollment Services shall not register in University College for Academic Success a student with more than seventy-five (75) credit hours and at least a 2.00 quality point average (QPA).

**8.33.13** Students not attending courses in which they enrolled have the obligation to drop those courses before the drop deadline. Names of students who are absent from the first and second class meetings of a course and who do not notify the course instructor of their intention to attend future class meetings may be submitted by the course instructor and/or the department chairperson to the Office of Enrollment Services for deletion from the class roster. If the instructor does not exercise this option, the student remains enrolled in the course unless s/he drops it through regular procedures. #00-01-12

**8.33.15 Early Course Registration.** Potential eligibility for early course registration shall be extended to students participating in University-sanctioned events. The definition for excused absences (see 8.51.12) is used to determine potential eligibility for early course registration. #06-07-39

**8.33.16** The faculty or staff head of a qualified group of students may petition in writing to his or her dean or director for early registration. It is the responsibility of the petitioner to demonstrate why these particular students, for a particular semester, should be allowed to register early. Petitions relating to registration for fall semesters must be submitted to deans/directors by February 1. Petitions relating to registration for spring semesters must be submitted to deans/directors by September 1. #06-07-39

**8.33.17** If the dean or director agrees that early registration is appropriate, he/she shall forward that recommendation to the Vice Provost for Enrollment Management, who shall make the final determination and notify the faculty or staff head of the group in writing. The decision of the Vice Provost shall be final. #06-07-39

**8.33.18** When early registration is deemed appropriate, the following process shall be followed:

- An advisement form for early registration shall be provided for eligible students.
- Students must meet with their academic advisor regarding course selection.
- The academic advisor shall sign the early registration form to verify advisement.
- Students shall return the early registration form to the faculty or staff head of their group of by the date given on the form.
- The faculty or staff head of the group shall forward a list of students eligible to register early, along with the signed forms, to the individual assigned to process the registration information. #06-07-39

**8.33.19** Only authorized students shall be able to access the registration system starting on the designated date, generally one day before the publicized first registration time. #06-07-39

**8.33.20 Late Registration Fee.** A late registration fee shall be charged unless excused by the Director of Enrollment Services.

**8.33.30 Repeating Courses.** Unless otherwise designated, no course may be repeated in which a grade of “C” or better has already been received except with the permission of the student’s academic dean. The dean may require that the course be taken pass-fail. If such a course is repeated for credit, both grades are used in computing the QPA, and the credit requirement for graduation shall be increased by the number of credits repeated.

**8.33.31** A course in which a grade of “C-” or lower has already been received may be repeated once without seeking permission. The course may be repeated more than once only with the permission of the student’s academic dean. If a course is repeated, the credit requirement for graduation shall be increased by the number of credits repeated. #17-18-24

**8.33.32** Students may exercise a Second Grade Option by repeating a course in which the student earned C-, D+, D, or F. Only courses that fall within the student’s first 30 credits taken at the University may be selected for this option. Students must exercise this option no later than the next two semesters for which the student registers after completing thirty credits. Transfer students may exercise the Second Grade Option for courses taken during their initial semester at the University. This option must be exercised during the next two semesters for which they register after their initial semester. When a student exercises the Second Grade Option, only the grade earned when the course is repeated will be used in the calculation of a student’s QPA and only the credits earned for the repeated course will apply toward the graduation requirements. All grades earned for a given course shall remain on a student’s permanent academic record. Students who wish to take advantage of this Second Grade Option must obtain approval from their academic deans and submit the appropriate form to the Office of Enrollment Services prior to midterm of the semester in which the course is being repeated. The Second Grade Option may be used only once per course.

**8.34.10 Dropping a Course.** A course may be dropped by official procedures determined by the Office of Enrollment Services (e-campus) on or before the end of the third week of classes (Drop Period) with no mark on a student’s transcript. Courses may be dropped through e-campus between the fourth and the end of the sixth week of classes (Withdrawal Period) and will be recognized on a student’s transcript with a “W.” After the end of the sixth week (Late Withdrawal Period), a student may drop a course only in exceptional circumstances and only with authorization of the dean of the college in which the student is enrolled. Such drops will also be recognized on a student’s transcript with a “W.” If the

student has not dropped a course by the end of the withdrawal period the instructor must submit a grade. All requests to drop courses after the end of the Late Withdrawal Period must be requested/approved by the student's academic dean by the last day of classes for the term in which the drop is sought. Only in exceptional circumstances and with significant supporting documentation will exceptions to this deadline be considered. Failure or low grades on assignments/exams or lack of attendance do not constitute exceptional circumstance. Fees will not be adjusted downward for courses dropped after the end of the "add" period (see 8.43.20 for adjustment of fees). #10-11-23, #12-13-24

**8.34.11.** For online courses offered in the fully-online accelerated calendar, a course may be dropped by the official procedures determined by the Office of Enrollment Services (eCampus) on or before the third class day with no mark on the student's transcript. #14-15-08

**8.35.10 Auditing a Course.** Auditors are persons who have permission to attend a course but are not taking the course for credit. Auditing is not permitted in non-credit courses. An auditor may be admitted to a class on a space-available basis with the consent of the instructor as indicated by the instructor's signature on an audit authorization form which must be filed in the Office of Enrollment Services before the end of the "add" period. The course instructor shall determine the extent to which an auditor may participate in class activities. An auditor's name shall not appear on official class rosters, on the grade report or on the permanent academic record.

**8.36.10 Awarding Credit for Non-Classroom Activity.** Undergraduate students are awarded University of Rhode Island credit and/or exemption from a specified requirement for work completed outside a University classroom as noted in 8.12.30 – 8.12.33 (advanced placement), 8.13.12 – 8.13.13 (transfer from another collegiate institution), 8.15.10 – 8.15.24 (CLEP), and 8.18.10 (military service). In addition, credit may be awarded as follows:

**8.36.20 Credit by Examination.** Academic departments may give proficiency examinations to requesting matriculating students, and to those non-matriculating students who have been admitted to the University for a future term. Students need not be enrolled in the term in which the examinations are administered. Academic departments shall determine the frequency at which examinations will be offered.

**8.36.21** Requests for credit by examination must be approved by the student's academic dean and the chairperson of the department asked to offer the examination. The fee must be paid to the Office of Enrollment Services before the examination is attempted.

**8.36.22** To receive credit, an undergraduate student must pass the examination at the "C" (2.00) level, and a graduate student must pass the examination at the "B" (3.00) level. The examiner and the department chairperson must certify to the Office of Enrollment Services that the student has passed the examination at the appropriate level. No grade will be recorded on the student's permanent academic record.

**8.36.23** Proficiency examinations may not be taken in courses for which a student is currently enrolled, for courses for which a failing grade was previously received, or when the proficiency examination has previously been failed. A proficiency examination cannot be used as an enrollment under the Second Grade Option (see 8.12.30).

**8.36.30 Prior Learning Assessment.** Matriculated students may receive credit for non-collegiate activities through which college-level learning took place. This shall be accomplished according to the procedures outlined in sections 8.36.31 – 8.36.37 below.

**8.36.31** Prior learning assessment shall be administered through the Alan Shawn Feinstein College of Education and Professional Studies. The Alan Shawn Feinstein College of Education and Professional Studies shall offer a one-credit portfolio development course and shall arrange to have appropriate faculty members review and evaluate the resulting portfolios. Students seeking credit for prior learning experience shall be required to take the portfolio development course.

**8.36.32** Prior to enrollment in the portfolio development course, students shall be advised on the basis of an interview as to the likelihood of earning credit for knowledge gained through their non-collegiate experiences.

**8.36.33** The maximum number of credits which may usually be earned shall be fifteen. In exceptional situations, more credits may be earned, but under no circumstances shall students earn more than 30 credits. In the official description of credit for prior learning, as well as during the advising process, students shall be informed on national, state, and URI averages for credit earned for non-collegiate prior learning experiences.

**8.36.34** The faculty member(s) selected to evaluate the portfolio shall recommend whether or not credit is to be given and the number of credits to be awarded. The appropriate department chairperson shall review the award and if s/he concurs, sign and return it to the Academic Programs Office at the Alan Shawn Feinstein College of Education and Professional Studies. The Alan Shawn Feinstein College of Education and Professional Studies will notify the Director of Enrollment Services. The faculty member(s) shall be compensated for the review.

**8.36.35** Credit for knowledge gained for prior learning experiences shall be allocated as: a) equivalent to an existing course (e.g. WRT 104); b) comparable to a department offering (e.g. COM 2XX); or c) comparable to a university course not offered at the University of Rhode Island (e.g. Social Work, XXX XXX). Credits awarded by Rhode Island College and the Community College of Rhode Island for prior learning which are not equivalent to the University of Rhode Island courses shall be accepted as transfer credit.

**8.36.36** Students shall be charged a fee for having their earned credits posted. The fee shall be paid at the time of notification of credits awarded. Students must submit their portfolios prior to the end of the semester immediately following the completion of the portfolio development course.

**8.36.37** Each year, the Curriculum and Standards Committee shall request from the Alan Shawn Feinstein College of Education and Professional Studies a report on the types and number of credits earned through prior learning assessment and shall present this information to the Faculty Senate. #01-02-22, #17-18-23

**8.37.10 Pass-Fail Grading Option.** With the exception of freshmen and students who are on probation, all matriculated undergraduate students at the University may participate in the Pass-Fail Grading Option as follows (8.37.11 – 8.37.17):

**8.37.11** Courses that are stipulated in the student's curriculum as degree requirements shall not be taken for P/F credit. The pass-fail grading option shall pertain only to those courses that are considered as free, unattached electives by the college in which the student is enrolled. In addition, any course above the credits required for graduation may be taken as P/F. A college may, however, by a vote of its faculty, permit other courses to come under this option for students enrolled in that college. This vote must be confirmed by the Senate through the Curriculum and Standards Committee and/or the Graduate Council. #17-18-23

**8.37.12** Undergraduate students may elect up to three P/F courses per semester; students may elect two P/F courses during a calendar summer. Graduate students are limited to maximum of four credits in the master's program of study and eight credits toward the doctoral program (including those taken for the master's degree).

**8.37.13** An undergraduate student choosing to take a course for P/F credit shall complete the special form designed for that purpose and shall return the completed form to the Office of Enrollment Services prior to the end of the add period of each semester. A student may not exercise this option after this time. Graduate students must obtain approval of the Dean of the Graduate School on a special form designed for that purpose.

**8.37.14** A student may notify the Office of Enrollment Services by the end of the drop period that he or she has decided not to use the P/F grading option.

**8.37.15** The instructor is not to be informed of the P/F status of the student. Such a student shall be graded by the instructor in the same manner as all other students and the Office of Enrollment Services shall convert all passing grades to "P."

**8.37.16** A student completing satisfactorily a course under the regulations of this plan shall receive a "P" (pass). Unsatisfactory completion of a course shall result in the student receiving an "F" (failure).

**8.37.17** A student receiving the "P" shall receive credit toward fulfillment of degree requirements, but the "P" shall not be used in calculating the student's quality point average.

**8.38.10 Credits.** Without written permission of the student's academic dean, the maximum number of credits for which a student may enroll in a semester is: undergraduates – 19 credits; graduate students – 15 credits; graduate assistants and graduate research assistants – 12 credits. These numbers include all courses taught at the University of Rhode Island.

**8.38.11** Matriculating and non-matriculating students may enroll as full-time or part-time students without prior approval. For purposes of fee assessment, undergraduate students registered for 12 credits, graduate students registered for 9 credits, graduate assistants and graduate research assistants registered for 6 credits will be considered full-time. This section does not apply to students enrolled in fully-online accelerated programs. #14-15-08

**8.38.12** Graduate assistants and graduate research assistants are expected to enroll on a full-time basis and must register for at least six credits but no more than 12 credits except with the written permission of the dean.

**8.38.13** Student course loads shall be limited to eight credits in the five- or six-week Summer Session and a maximum of four credits in a three-week Winter J-Term Session. The limit may be exceeded only if approved in the case of a matriculating University student by the student's academic dean or the Graduate Dean, if applicable and in the case of any other student by the Vice Provost for Enrollment Management. #12-13-21, #18-19-34

**8.38.14** A matriculating University student who, with the approval of the student's academic dean, registers for courses during any term at other institutions shall have these course credits included in the student's cumulative record in the same manner as transfer credit (RI Office of the Postsecondary Commissioner's policy on articulation and transfer between state institutions of higher education defines exceptions to this regulation; see Appendix F, Transfer Policies). #07-08-27, #12-13-21

**8.39.10 Attendance Requirements.** Course attendance policies are to be determined by the faculty member(s) responsible for teaching a course. Faculty should clearly inform students of these policies at the beginning of the semester. Notice that a course will require examinations at times other than regularly scheduled class times and will be utilizing "General Assignment Classroom" shall be forwarded to Enrollment Services for room scheduling (see 8.51.15).

**8.39.11** Any deviation from announced attendance policy shall normally be a matter between the instructor(s) and the student(s). A student who will be or has been unable to fulfill an obligation should discuss with the instructor(s) the possibility of and the conditions for making up the missed work. Instructors shall make reasonable efforts to allow students to compensate for work missed due to serious verifiable reasons such as illness, participation in University sanctioned events, etc. (see 8.51.11 – 8.51.14).

**8.39.12** No instructor shall be required to allow a student to make up work missed because of disciplinary action.

**8.40.10 Employee Enrollment.** Regular full-time employees of the University, and spouses and children of full-time employees, may enroll for courses at the University and will be assessed fees according to the appropriate provisions of the collective bargaining contracts and the Board of Education's personnel policies. All employees, spouses, and dependent children must meet eligibility requirements for enrollment in the University's courses and programs.

**8.40.11** If an employee, spouse, or dependent child is enrolled in a special summer workshop, the tuition shall be the difference between the regular fee per credit and the special workshop fee when the special workshop fee exceeds the regular per credit fee.

**8.40.12** The benefits in 8.40.10 – 8.40.11 available to the immediate family of a faculty member in active service shall also be made available to the family of a faculty member on tenure and with at least seven years service who retires, is disabled or dies while in service.

**8.41.10 Fees for Part-Time Students.** Part-time students shall be charged a basic registration fee and tuition based on the number of credits for which the student registered, together with any special or associated fees.

**8.42.10 Withdrawal.** A student who wishes to withdraw from the University prior to the end of a semester or Summer Session term shall do so according to procedures outlined in that semester's Academic Calendar. Students who withdraw from the University after the last day of classes but before a semester ends shall be graded in all courses for which they are officially registered.

**8.42.11** If the withdrawal process is completed satisfactorily and the student has cleared all financial obligations to the University, the date of withdrawal shall be noted on the student's permanent record. No grades for the current semester shall be recorded. The student may apply for readmission for any regular term subject to the conditions of 8.42.13.

**8.42.12** If the student withdraws from the University after mid-semester, grades shall be recorded for any course which has an officially specified completion date prior to the date of withdrawal.

**8.42.13** Undergraduate students who withdraw from the University after mid-semester and who seek readmission to the University for the next semester shall be readmitted only upon approval of the Scholastic Standing Committee for the college or school in which registration is desired.

**8.42.20 Leave of Absence.** Undergraduate students who choose to leave the University for a period of one year or less while maintaining matriculating status may apply for a leave of absence. The request shall be made to the dean of the college in which the student is registered. A leave of absence has the effect of extending time limitations such as those for completion of the degree or for the removal of an incomplete grade. A leave of absence shall not be granted during a semester because of unsatisfactory academic performance. Term activation will be updated in the student information system by the Office of Enrollment Services for the term in which the student is scheduled to return. Students returning from leave of absence are not required to complete the regular readmission process.

**8.43.10 Refunds.** Refunds of payments made or credits against amount due to the University shall be made to students who officially withdraw from the University or who cancel their registration in all courses, according to the following schedule:

Period of Attendance in Which Withdrawal Occurs*	Percentage of Refund**
First Two Weeks	80%
Third Week	60%
Fourth Week	40%
Fifth Week	20%
After Five Weeks	No Refund

\* Counted from the first day of registration and including weekends and holidays.

\*\*Fees subject to refund are defined by the University Controller.

**8.43.11 Refunds for Students Enrolled in Fully-Online Accelerated Programs.** Refunds of payments made or credits against amount due to the University shall be made to students who officially withdraw from the University or who cancel their registration in all courses, according to the following schedule:

Period of Attendance in Which Withdrawal Occurs*	Percentage of Refund**
First three days	100%

\* Counted from the first day of registration and including weekends and holidays.

\*\*Fees subject to refund are defined by the University Controller.

#14-15-08

**8.43.20 Adjustment of Fees.** The last day for fee adjustment for students who reduce their credit load shall be at the end of the “add” period. For Alan Shawn Feinstein College of Education and Professional Studies students, the last day for fee adjustment shall be prior to the third class meeting or by the prescribed University deadline, whichever is later. Fees will be adjusted downward according to the number of credits of enrollment as of the last day adjustment is permitted.

**8.44.10** A Continuing Education Unit (CEU) Course is a specific non-credit course for which continuing education units are granted. One CEU is identified as ten contact hours of participation in an organized continuing education, adult, or extension experience, under responsible sponsorship, capable direction and qualified instruction.

**8.44.11** Each academic college, school, or division shall be authorized to offer and approve by committee its own CEU courses and determine its own instructors and fees.

**8.44.12** Academic credit and CEUs shall not be available for the same course and CEU offerings shall not be listed in the academic year class schedule.

**8.44.13** Academic course credit and CEUs shall not be noted on the same permanent record. No grades shall be recorded for CEUs. CEUs shall not be recorded in segments of less than 1.0 CEU and fractional CEUs above 1.0 units shall be in increments of 0.1.

**8.44.14** The CEU course instructor or coordinator shall gain approval for an offering through an academic unit of the institution best qualified to insure the quality of the program content and to approve the resource personnel used. A CEU course shall meet the following criteria and other requirements of the academic unit: a) it is a non-credit activity planned in response to an assessment of educational need for a specific target population; b) there is a statement of educational objectives and rationale; c) content is sequential and organized; and d) there is evidence of preplanning including provision for evaluation of student performance and criteria for awarding CEUs.

**8.44.15** The CEU course instructor or coordinator shall initiate appropriate advertisement for the course, register students, make arrangements for the collection of fees and maintain attendance records. The CEU course instructor or coordinator may obtain administrative assistance for these responsibilities through the Alan Shawn Feinstein College of Education and Professional Studies.

**8.45.10 Policy on Non-Credit Course Offerings.** Public notice shall be given for all non-credit offerings to be conducted under the auspices of the University. Notification to the University community in the form of a brief public announcement shall be provided at least six months in advance of planned non-credit offerings. Such offerings would include, inter alia, non-credit seminars, meetings, short-courses, workshops or conferences. Notification shall be given according to the following steps:

a. The Alan Shawn Feinstein College of Education and Professional Studies shall serve as the coordinator for all non-credit offerings. Course organizers, including ASFCEPS staff, shall notify ASFCEPS of the proposed course at least six months in advance of the offering date(s).

b. Notification shall be in the form of a memorandum filed with ASFCEPS which includes the following elements: course title, course topic(s), identification of course contact person, proposed course presenter(s), proposed date(s), time(s), location, and intended audience.

c. ASFCEPS shall publish a formal, public notification for all proposed non-credit course offerings in a university-wide publication.

d. Interested persons shall first communicate their concerns and suggestions to the designated course contact person. If questions remain, they should be directed to the Dean of the Alan Shawn Feinstein College of Education and Professional Studies who will assist in responding to issues raised.

e. ASFCEPS shall receive comments and suggestions and work with the course organizers to insure that the proposed offering meets the terms of this policy and that course content and instructor's qualifications are consistent with continuing education standards.

Grant or contracted training, workshops, or similar activities are not to be a part of the review and notification procedure outlined above but ASFCEPS should be informed as soon as possible. Exempted from this policy are staff development programs limited to University personnel.

**8.46.10 Classes.** The Schedule of Classes shall be made by designated scheduling officers, and no instructor may change the time or place of a scheduled course without approval of the Director of Enrollment Services or designee.

**8.46.11** In accordance with program accessibility as mandated by section 504 of the Rehabilitation Act of 1973, the Scheduling Officer may require that any class be moved to an accessible location in the event that a physically disabled student requests the course. The Scheduling Officer shall consult with the faculty members involved prior to moving the class.

**8.46.12** The standard class period shall normally be 50 minutes in length for the Monday, Wednesday, Friday sequence and 75 minutes in length for the Tuesday, Thursday sequence. Instructors must adhere to the time limit. Class periods for the Alan Shawn Feinstein College of Education and Professional Studies and Summer Session courses may vary from this standard, but must meet minimum standards as specified in 8.32.10 – 8.32.13.

**8.46.13** Classes shall wait 10 minutes from the regularly scheduled time of opening for the instructor to appear. If by that time the instructor has not appeared or has not sent word requesting the class to wait, students may leave without incurring penalty for absence.

## **Examinations and Grades**

**8.50.10 Academic Records.** In accordance with the procedures and guidelines cited in section 6.12.21, the Office of Enrollment Services shall keep complete records of the registration and scholastic achievements of undergraduate and graduate students who are enrolled for academic credit in a college or school of the University. The Office of Enrollment Services shall note on a student's record, semester-by-semester academic distinctions earned.

**8.50.20** Reading Days are scheduled following the final day of classes to enable students to prepare for final examinations. Classes, examinations, and laboratories will not be scheduled during this period. Counseling, advising and optional review sessions in preparation for final examinations may take place on a voluntary basis for both students and faculty.

**8.50.30 Course Syllabi.** All instructors shall make available a syllabus in the first week of class, or first day of class for fully-online accelerated programs (8.51.24), to students enrolled in each of their courses. Syllabi components should clearly communicate classroom policies, essential aspects of the course, and expectations of student participation. #15-16-30

**8.51.10 Examinations.** On the premise that examinations offer the teacher a valuable teaching aid, an essential means of testing the student's grasp of the course subject matter, and an opportunity for self-evaluation of the effectiveness of teaching methods, it is recommended that members of the faculty plan examinations with all three of these purposes in mind.

**8.51.11** Students who plan to be absent from classes or examinations for religious holy days that traditionally preclude secular activity (see 6.20.11 for how such information is made available) shall discuss this with the appropriate instructor(s) in advance of the holy day. The instructor(s) shall then make one of the following options available:

- a. the same quiz, test, or examination to be administered either before or after the normally scheduled time;
- b. a comparable alternative quiz, test, or examination to be administered either before or after the scheduled time;
- c. an alternative weighting of the remaining evaluative components of the course which is mutually acceptable to the student and instructor(s).

**8.51.12** Students who expect to be absent from classes or examinations for University sanctioned events shall discuss this with the appropriate instructor(s) at least one week in advance of the sanctioned event(s). The instructor(s) concerned shall then offer the student an alternative listed in section 8.51.11. For these purposes University sanctioned events shall be those events approved for class excuses by the Provost and Vice President for Academic Affairs, a Vice President, a Dean, or the Director of Intercollegiate Athletics. No event shall be regarded as University sanctioned until the Provost and Vice President for Academic Affairs has been notified. Disagreements over the validity of an event being categorized as University sanctioned shall be mediated by the Provost and Vice President for Academic Affairs. If agreement cannot be reached, the Provost and Vice President for Academic Affairs shall decide the matter and that decision shall be final.

**8.51.13** When serious illness, accident, personal tragedy, or other serious matters prevent students from attending classes, taking examinations, or meeting deadlines, the instructor(s) concerned shall offer the student one of the following options:

- a. the same quiz, test, or examination to be administered either before or after the normally scheduled time;
- b. a comparable alternative quiz, test, or examination to be administered either before or after the scheduled time;

c. if neither option a. nor b. is possible, faculty shall develop a fair and equitable alternative after discussion with the student.

Disagreements over the seriousness of an illness, accident, personal tragedy, or other serious matter may need to be mediated by the concerned instructor's department chair, dean, or eventually the Provost and Vice President for Academic Affairs. Either students or their instructors may seek such mediation. If an agreement cannot be reached, the Provost and Vice President for Academic Affairs shall decide the matter and his/her decision shall be final. #16-17-30

**8.51.14** Requests for make-up of examinations or other work, for reasons other than those in 8.51.11 and/or 8.51.13, must be made within 7 calendar days of the absence. The provisions of 8.51.11-13 are not meant to affect instructors' prerogative to honor or not honor the request. #15-16-30

**8.51.15** Examinations given during the semester (not final examinations) may be administered at a time other than the regularly scheduled class hours provided students are notified in advance by the instructor in the course syllabus. Examinations given at a time other than the regularly scheduled class hours may not be scheduled to begin earlier than 6:00 p.m. and may not occur on Saturday or Sunday (see 8.39.10). #15-16-30

**8.51.16** Final examinations are not required by the university, but any final examination, with the exception of take-home examinations, must be administered according to the final examination schedule prepared by the Office of Enrollment Services. Any change must be approved by the Office of Enrollment Services. Take-home examinations may be turned in as early as the first day of finals, but students shall have up to the date and time identified in the final exam schedule. Faculty members cannot administer an examination during the last five days classes are in session in lieu of a final examination, but must instead postpone such an examination to be administered according to the final examination schedule. Given university time and space constraints, the Office of Enrollment Services needs to know when a course section will not need a scheduled examination room. Faculty must notify their chairperson or academic supervisor about sections in which they will either administer a take-home examination or no final examination. The department chairperson or academic supervisor must then notify the Office of Enrollment Services of all sections that will not require final examination rooms. #10-11-23 #15-16-30

**8.51.17** All work for courses, including term papers excepting the final examination, shall be completed by the final class meeting. #15-16-30

**8.51.20** In short courses and Summer Session courses (see 8.32.12), the final exam shall be administered during the last regularly scheduled class session unless otherwise approved by the scheduling office. The amount of time allocated to the final exam shall be no less than one hour. #01-02-27

**8.51.21** A minimum of 5 calendar days shall be allowed for each final examination period. Exam periods shall be scheduled for a maximum of 2 hours (see 8.70.23). #01-02-27 #15-16-30, #19-20-8

**8.51.22** The examination schedule of the final day of examinations shall be rotated so that no faculty member or group of faculty members shall be continually penalized by having to submit grades within 48 hours.

**8.51.23** Large-class examinations shall be scheduled early in the examination period.

**8.51.24** For online courses taught in the fully-online accelerated calendar, final projects and/or final exams shall be scheduled by faculty according to the learning outcomes of the class and best pedagogical practices for online learning. The calendar of due dates for assignments and assessments shall be in the syllabus and available to students on the first day of class. No final exam or final project shall be due after the last day of the session. #14-15-08

**8.51.25** There shall be at least one Reading Day between the last day of classes and the beginning of the final examination period (see 8.70.22). #01-02-27, #18-19-24

**8.51.26** A student scheduled for two final examinations at the same hour shall report the conflict to the instructors as soon as possible after the schedule of exams has been posted but not later than 2 weeks before the last scheduled class day. The instructors shall, in turn, report to the Scheduling Officer. If conflicts are not resolved by the Scheduling Officer, the student shall take examinations in the order in which the classes meet in the regular class schedule. #15-16-30

**8.51.27** A student scheduled for three final examinations in one day shall report the conflict to the instructors as soon as the Common Examination schedule is posted. On the day of the examinations, the student shall take two examinations in the order in which these classes occur in the week of the student's class schedule (Lecture has priority over Recitation and Laboratory). It is the responsibility of the student to arrange a time with the instructor of the third class not later than 7 days prior to the last class day to take the final examination at a time that would not result in the student taking three final examinations in one day. The instructor of the class occurring third shall make reasonable accommodation for the student to take the examination in a timely fashion even should it result in the student having two examinations on another day during finals. #15-16-30

**8.51.30 Final Examinations and Athletic Events.** The University of Rhode Island shall not schedule intercollegiate athletic contests and compulsory practice sessions for the Reading Day(s) and Final Exam Days, except that home contests or contests requiring local travel may be scheduled for non-exam Saturdays or Sundays. #11-12-10

**8.51.31** Participation in conference-scheduled competitions, conference championships, and NCAA championships is permitted on the Reading Day(s) and Final Exam Days. The Athletics Advisory Board must be notified in advance on a timely basis when such participation will occur and what the off-campus travel requirements will be. #11-12-10

**8.51.32** Participation in special tournaments or other major athletic competitions not controlled through University scheduling that occur, or require off-campus travel, on the Reading Day(s) and Final Exam Days require approval of the University President if recommended by the Athletics Advisory Board. A request for such participation shall be forwarded in a timely manner to the Board for its consideration. If the Board agrees to recommend that the President waive the provisions of section 8.51.30, then the Board shall also provide the Faculty Senate Executive Committee with appropriate documentation and explanation for making the recommendation. The explanation to the Executive Committee should be forwarded simultaneously with the recommendation to the President. The President shall inform the Athletics Director, the Athletics Advisory Board Chair and the Faculty Senate Executive Committee of his/her decision within 48 hours of receipt of the recommendation. #11-12-10

**8.51.40 Security of Examinations.** The instructor shall have the primary responsibility for security of examinations and shall exercise this responsibility diligently. This responsibility shall extend through the preparation, duplication and administration of examinations. #03-04-15

**8.51.50 Final Examination Repository.** The Library shall assume the responsibility of housing and maintaining a file in which instructors may place copies of any examinations they have given.

**8.52.10 Grading Criteria.** Instructors shall inform students in writing within one week after the beginning of the class of the criteria upon which grades will be determined including such information as the number and types of tests which will be given, the number and types of papers which will be assigned, the weight of homework assignments, etc. With appropriate written notification, these criteria can be changed by the instructor up to the end of the late add period. After that time changes may be made only with the approval of the instructor's chair/dean/director. #09-10-12

**8.52.20 Instructor's Records.** Instructors shall keep accurate records of all marks which are used in determining a student's grade and shall retain such records for at least two semesters from the date on which the grade was submitted. Instructors, teaching assistants, etc., who are going on leave or who are leaving the employ of the University shall deposit copies of such grading records in departmental (or college) offices. #06-07-32

**8.52.21** All papers, exams, reports, etc., submitted by students in fulfillment of course requirements and not returned to students shall be retained by instructors for at least two semesters (not including Summer Session) after the end of the semester in which the items were submitted. Unless informed otherwise in writing, students shall normally have the right to examine such exams and papers, etc., under conditions and stipulations determined by the course instructor. #06-07-32

**8.53.10 Grades.** Student grades are defined as follows:

- A – Superior
- B – Good
- C – Fair
- D – Low grade, passing
- F – Failure

I – Incomplete

S – Satisfactory, course taught on S-U basis

S\* – Satisfactory, course taken by a graduate student under the Pass-Fail grading option

U – Unsatisfactory, course taught on S-U basis

U\* – Unsatisfactory, course taken by a graduate student under the Pass-Fail grading option, not calculated into graduate GPA #13-14-2

P – Passing, course taken under the Pass-Fail option

NW – Enrolled – No work submitted

NR – Enrolled – No grade reported #06-07-22

**8.53.11** Grades shall be given quality point values as follows:

A = 4.00 points

A- = 3.70 points

B+ = 3.30 points

B = 3.00 points

B- = 2.70 points

C+ = 2.30 points

C = 2.00 points

C- = 1.70 points

D+ = 1.30 points

D = 1.00 points

F = 0 points

U = 0 points

U\* = not calculated in GPA #13-14-2

**8.53.12 Enrolled – No Work Submitted.** In those instances when a student enrolls in a course through the registration process and (1) never attends the course, or (2) stops attending early in the semester, the instructor may record a grade of NW, no work submitted. The grade will not affect the student's attempted or earned credits and will have no effect on a student's QPA.

**8.53.13 Enrolled – No Grade Reported.** Assigned by Enrollment Services when instructor does not submit grade (see 8.54.12). #06-07-22

**8.53.20 Incomplete.** A student shall receive a report of "Incomplete" in any course in which the course work has been passing up until the time of a documented precipitating incident or condition, but has not been completed because of illness or another reason which in the opinion of the instructor justifies the report. An instructor who issues a grade of "Incomplete" may forward a written explanation to the student's academic dean. #15-16-30

**8.53.21** The student receiving an "Incomplete" shall make necessary arrangements with the instructor or, in the instructor's absence, with the instructor's chairperson to remove the deficiency. This arrangement shall be made prior to the following mid semester for the undergraduate student and within one calendar year for the graduate student.

**8.53.30 S/U Courses.** Certain courses do not lend themselves to precise grading (e.g., research, seminar). For these courses, only a Satisfactory (S) or Unsatisfactory (U) shall be given to all students enrolled. To qualify as an S/U course, the course must be approved by the Faculty Senate after recommendation by the Curriculum and Standards Committee and/or the Graduate Council. S/U courses shall be so labeled in the University Catalog. An S/U course is not to be counted as a course taken under the Pass/Fail grading option. Courses numbered below 100 that are graded on an S/U basis shall not be included in the calculation of a student's quality point average or credits earned. Courses numbered above 500 that are graded on an S/U basis shall not be included in the calculation of a student's quality point average. #13-14-2 #14-15-6, #17-18-23

**8.54.10 Reporting of Records.** All grades shall be reported to the Office of Enrollment Services in the student information system not later than 48 hours after the end of the final examination period, with the provision that an extension of time may be allowed in individual cases by approval of the dean of the college on written request of the instructor. If the final examination period ends within 48 hours of December 25, the deadline for submitting grades shall be extended at least one working day after December 25. In the computation of time limits, Sundays and Holidays shall be excluded. #15-16-30

**8.54.11** Failures shall be reported on the appropriate form to the student's academic dean.

**8.54.12** The Office of Enrollment Services shall prepare for the instructor a roster listing every properly registered student in every section. The instructor shall submit to the Office of Enrollment Services for each student whose name appears on the roster a letter grade (A-F), an incomplete, or an "S" or "U" if applicable. If the instructor does not submit a grade (as listed in section 8.53.10), the Office of Enrollment Services shall be authorized to use the designation "NR" (Not Reported) on the end-of-semester grade reports and on the permanent record. Courses receiving the designation "NR" shall not be included in the computation of the student's quality point average.

**8.54.20 Reporting of Records: Academic Progress for Freshmen.** Reports of S (Satisfactory), S- (Marginal), or U (Unsatisfactory) shall be made to the Office of Enrollment Services no later than the beginning of Week 6. The Office of Enrollment Services will prepare for the appropriate instructor a roster listing every properly registered freshman student in every section. The instructor shall submit a report to the Office of Enrollment Services for each student whose name appears on the roster. These reports will be available online to students, advisors, and University College. These reports are intended to alert students to their academic status and to aid in advising, but will not become part of students' permanent academic records nor figure in their quality point average. #12-13-24

**8.55.10 Failure in Courses.** Failures shall be included in the computation of quality points. A failed course or one in which a C- or any D was earned by an undergraduate student may be repeated. The original grade shall be included in the calculation of the student's QPA unless the course is repeated under the specific conditions of the Second Grade Option defined in 8.33.32.

**8.55.11** A student may repeat a failed elective course but is not required to do so.

**8.56.10 Changes in Records.** No grade (including that of NW) shall be changed after it has been reported to and recorded by the Office of Enrollment Services except in the following circumstances. First, a grade may be changed upon written request by the instructor. Second, following an appeals case an instructor's department chairperson or immediate administrative supervisor shall act on the advice of the appeals committee (see 8.26.13) and change a grade over the instructor's objection. Third, in the event that the original instructor can no longer be consulted (e.g., having died or moved to an unknown address), the instructor's chairperson/supervisor can act in the missing person's stead and initiate a grade change, including the removal of inappropriate NW grades. This shall only happen, however, if an appeals committee has recommended such action in writing. All grade changes must be authorized by the appropriate dean. Entries to a student's academic record shall not be changed after two years for the undergraduate student and after three years for the graduate student (see sections 8.26.10 through 8.26.13 for appeals procedures). #05-06-31

**8.56.11** The removal of an "Incomplete" as a result of a special examination or the completion of other work shall be reported to the Office of Enrollment Services within 72 hours after such examination or completion (see 8.53.20).

**8.56.12** Grade changes for grades received before graduation will not be permitted after graduation unless the change is based on clerical or procedural errors and the change is received and posted to the student's record by the last day of classes of the semester following the term in which the student graduates.

**8.57.10 Dean's List.** Undergraduate students who have achieved certain levels of academic excellence shall be honored by inclusion of their names on the "Dean's List." Each semester, the Office of Enrollment Services will publish lists of students who have attained the required quality point average. Full-time students qualify for the "Dean's List" by completing twelve or more credits for letter grades and by achieving a 3.30 quality point average. Part-time students qualify for the "Dean's List" by completing an accumulation of twelve or more credits for letter grades and by achieving a 3.30 quality point average.

### **Assessment of Student Learning Outcomes**

**8.59.10** Assessment of student learning outcomes shall be coordinated by the Learning Outcomes Oversight Committee (LOOC; see 5.84.10 – 5.84.13) in cooperation with the Assistant Director of Student Learning, Outcomes Assessment and Accreditation (see 2.22.21). The following policies shall apply to this process:

**8.59.11 Academic Program Engagement:** All undergraduate, professional, and graduate academic programs, including General Education, shall be actively engaged in student learning outcomes assessment as evidenced by, but not limited to:

a) Published student learning outcomes that are clear statements of what students are expected to gain, achieve, demonstrate, or know at the completion of the academic program. These student learning outcomes shall be published on the program's website as well as on the website for the Office of Student Learning, Outcomes Assessment, and Accreditation (SLOAA). These student learning outcomes shall be periodically reviewed by the academic program for ongoing relevance.

b) A plan of student learning outcomes assessment that is endorsed by the program's faculty. Plans should include a regular and predictable cycle for collecting and analyzing assessment data, for discussing curricular and programmatic changes, for implementing interventions, and for re-assessing the impact of implemented changes. Outcomes assessment plans will be published on each program's website as well as on the SLOAA website.

c) Reports of student learning outcomes assessment that are provided to SLOAA using staggered cycles of no more than 3 years. Cycles for accredited programs will be adjusted to decrease redundancy of effort. #09-10-29

**8.59.12 SLOAA Guidance for Academic Programs:** Guidelines and schedules for preparation of outcomes assessment plans and reports shall be provided by SLOAA with the assistance and approval of the Learning Outcomes Oversight Committee (LOOC). SLOAA shall offer advice on the logistics of collecting assessment data, support for analyzing the results, and feedback on designing curricular and programmatic changes. Rubrics for evaluating the plans and reports shall be generated by SLOAA and posted on its website. #09-10-29

**8.59.13 Evaluation of Plans and Reports:** Student learning outcomes assessment plans and reports shall be submitted through SLOAA for evaluation and recommendations by LOOC. Programs shall be notified directly of the results of the evaluation and whether modification is needed. Summary reports shall be published on the SLOAA website. LOOC shall provide a general summary of outcomes assessment in its annual report. #09-10-29

**8.59.14 University-Wide Student Learning Outcomes Assessment:** With guidance from LOOC, SLOAA shall work with the Office of Institutional Research and other university offices to collect, maintain, analyze, and distribute student learning outcomes assessment findings, derived from a variety of local and national sources. SLOAA shall identify patterns of student performance to inform ongoing program and institutional improvement. #09-10-29

## Honors Program

**8.60.10 Honors Program.** The mission of the Honors Program is to develop and maintain an interdisciplinary intellectual community; to stimulate intellectual excitement for all participants; to inspire and enhance critical, creative, and integrative thinking; and to foster opportunities to broaden intellectual development. #16-17-15

**8.61.10 Content.** The Honors Program curriculum shall consist of four years of course work at the undergraduate level, integrated as follows:#16-17-15

**8.61.11** 100- and 200-level offerings shall be general courses specifically created for the program or existing courses that have been modified to serve its purposes, and may enroll up to 20 students each. 100- and 200-level honors courses may be offered for one to four credits. Enrollment preference in 100-level honors courses shall be given to first year students.#16-17-15

**8.61.12** At the 200-level, the Honors program shall offer an interdisciplinary colloquium. URI faculty and/or staff shall serve as coordinators for the colloquia. Outside lecturers and emeriti professors also may participate. The size of the student enrollment shall be specified yearly. Three to four credits may be earned for participation in the colloquium. Enrollment shall normally be limited to students with sophomore standing or above.#16-17-15

**8.61.13** 300-level offerings shall normally be limited to 15 students and shall ordinarily be offered for three to four credits.#16-17-15

**8.61.14** 400-level offerings shall consist of honors projects and interdisciplinary seminars. Seminars shall be limited to 15 students each. Honors projects shall normally be directed by URI faculty. Honors projects and seminars shall each be offered for three to four credits per semester.#16-17-15

**8.62.10 Eligibility.** Eligibility standards, including QPAs, for each level of the program shall be determined by the Honors Director and the Teaching, Advising, and Assessment Committee and are published in the University Catalog. Students who do not meet the standards may petition the Director for admission. #16-17-15, #17-18-23

**8.62.11** Eligible students may participate at any level in the Honors Program. Students who wish to complete the program and receive the transcript notation must begin their participation no later than the beginning of the 3rd year in the undergraduate program.

**8.63.10 Requirements.** Students must complete at least six courses and a minimum 18 credits of course work in the Honors Program, and attain the specified QPA (8.62.10) or better for these courses and the specified QPA overall, in order to graduate with the notation “Completed the University Honors Program.” #08-09-24 #10-11-20 #16-17-15

**8.63.11** These courses shall include: a minimum of three (3) credits at the 100- or 200-level; a minimum of three (3) credits of the Honors Colloquium; three (3) credits at the 300- or 400-level; six (6) credits at the 400-level, which may be either six (6) credits of the Honors Project or three (3) credits of the Honors Project and three (3) credits of the Senior Honors Seminar; three (3) additional Honors credits taken at any level. #08-09-24 #10-11-20 #16-17-15

**8.63.12** The Honors Program shall supply a list of names of the students who have successfully completed the Honors Program to the Office of Enrollment Services who shall enter on the transcript of students who meet requirements: “Completed the University Honors Program.”

**8.64.10 Program Direction and Development.** The Director of the Honors Program in collaboration with the Teaching, Advising, and Assessment Committee shall be responsible for overseeing the Honors Program. #16-17-15, #17-18-23, #18-19-32

**8.64.11** The Honors Program Curriculum and Advisory Committee shall approve all courses offered in the Honors Program. No faculty member shall be compelled to teach in the Honors Program or direct Honors projects. #16-17-15, #18-19-32

**8.64.12** The Teaching, Advisement and Assessment Committee shall conduct periodic evaluations of the Honors Program and its separate components. #16-17-15, #18-19-32

**8.65.10 Department and College Responsibilities.** University College advisors and upper division advisors shall inform eligible students about the Honors Program. #16-17-15

**8.65.11** Neither departments nor colleges may establish requirements that prohibit eligible students majoring in their departments or colleges from participating in the Honors Program. #16-17-15

**8.65.13** Department chairpersons and deans shall consider Honors Program courses when scheduling teaching loads. #16-17-15

## **Part II – Procedure for Establishing the Academic Calendar**

Part II contains rules and regulations governing procedures for the creation and approval of the academic calendar.

### **Academic Calendar**

**8.70.09** removed #18-19-34

**8.70.10 Preparation.** A six-year calendar for fall, winter, and spring semesters shall be maintained. In accordance with sections 8.70.20-8.70.61, the Office of Enrollment Services each fall shall prepare a new sixth-year calendar and submit it to the Academic Calendar Subcommittee by the end of October. The Subcommittee shall review the calendar and present it to the Curriculum and Standards Committee on time so that the calendar can be presented to the Faculty Senate by December 1. #01-02-27, #02-03-32, #12-13-21, #16-17-23, #17-18-23, #18-19-34

**8.70.11** removed #18-19-34

**8.70.12** Unless acting in response to the declaration by the Senate Executive Committee of an emergency situation as stated in By-Laws 4.28, the Academic Calendar Subcommittee, adjustments to a proposed calendar may not be made on the floor of the Senate. Instead, a proposed calendar, along with instructions about possible revisions, must be referred back to the Academic Calendar Subcommittee. The Curriculum and Standards Committee shall resubmit the calendar at the next Senate meeting. #01-02-27, #16-17-23, #17-18-23

**8.70.13** Recommendations regarding rescheduling class days missed within an academic year as the result of natural calamity, work stoppage, etc. shall be the responsibility of the Academic Calendar Subcommittee, whose proposal shall be subject to the approval of the Curriculum and Standards Committee and subsequent approval by the Faculty Senate or, under circumstances requiring expeditious implementation, subject to the approval of the Faculty Senate Executive Committee only after a public hearing on the action scheduled with at least a 48 hour notice. #05-06-1 #14-15-32, #16-17-23, #17-18-23

**8.70.14** With the exception of circumstances stated in 8.70.13, changes to the calendar shall not be considered within eighteen months prior to the beginning of a semester. #05-06-1

**8.70.20 The Academic Year.** The beginning and ending dates of each semester shall be the same for all colleges and schools of the University. Exceptions may be granted to the Alan Shawn Feinstein College of Education and Professional Studies and to fully-online accelerated programs (which will run on the fully-online accelerated calendar). Requests for exceptions shall be received by the Curriculum and Standards Committee on time such that they can be transmitted to the Academic Calendar Subcommittee no later than October 1 of the preceding academic year. #14-15-08, #16-17-23, #17-18-23

**8.70.21** An Advising Day shall be scheduled prior to the beginning of classes each semester. The fall semester (including final examinations) must end no later than December 23. There shall be a 5-class-day mid-semester break in the spring semester. #01-02-27

**8.70.22** One Reading Day is required after the last day of classes; two Reading Days during the examination period are preferred (see 8.51.25). #01-02-27, #18-19-24

**8.70.23** A minimum of five days shall be scheduled for final examinations. Saturdays and Sundays may be used as final examination days under extraordinary circumstances. #01-02-27, #18-19-24, #19-20-8

**8.70.24** Whenever possible, there should be a uniform distribution of class days among the five weekdays.

**8.70.25** Classes will not be scheduled on the following days:

Labor Day

Thanksgiving Day and the day following

Christmas Day

New Year's Day

Memorial Day

Independence Day #01-02-27

**8.70.30 The Fall Semester.** The fall semester (including final examinations) must end no later than December 23. #01-02-27

**8.70.40 The Spring Semester.** Mid semester break in the spring semester shall be the week immediately following midterm. #01-02-27

**8.70.50 The Winter J-Term Session** shall present programs in the colleges and departments of the University to permit students to accelerate or enrich their studies. It shall also offer an expanded program of graduate work, workshops, conferences and travel courses. #12-13-21, #18-19-34

**8.70.51** The Winter J-Term Session runs from January 2 through the Friday before spring semester begins, with timetables and meeting schedules to be determined on a course-by-course basis. Travel-based courses may require travel before or after these dates. Grades for Winter J-Term courses will be due before the spring semester begins. #12-13-21; #13-14-2, #18-19-34

**8.70.52** Winter J-Term Session courses shall be scheduled in accordance with procedures for fall and spring semesters. #12-13-21, #18-19-34

**8.70.60 Summer Session.** Summer Session 1 runs for five weeks starting on the Monday following Commencement. Summer Session 2 runs for five weeks starting on the Monday following the end of Summer Session 1. Summer Session 3 runs for 10 weeks starting on the Monday following Commencement and ends at the same time as Summer Session 2. Any course that does not follow the calendar for Summer Sessions 1, 2, or 3 is listed as alternate Summer Session. The open add period extends for 5 days for Summer Session 1, 2, and alternate Summer Session, and extends for 10 days for Session 3. These add periods apply to directed and independent studies. Summer Sessions may also include credit-bearing, faculty-led programs that entail travel and do not adhere to the timing of Session 1, 2, or 3. These travel programs shall be administered by the Office of International Education. #18-19-34

**8.70.61** A six-year calendar for the Summer Session shall be maintained. The Office of Enrollment Services, in consultation with the Assistant Director of Summer Session and Winter J-Term, each fall shall prepare a new sixth-year calendar and submit it to the Academic Calendar Subcommittee by the end of October. The Subcommittee shall review the calendar and present it to the Curriculum and Standards Committee on time so that the calendar can be presented to the Faculty Senate by December 1. #01-02-27 #16-17-16, #16-17-23, #17-18-23, #18-19-34

**8.70.70 Fully-Online Accelerated Programs.** The University shall maintain a separate accelerated academic calendar for specific fully-online accelerated programs directed at working adults. The program's department and college shall determine whether the accelerated calendar is appropriate. #14-15-08, #18-19-34

**8.70.71** The fully-online accelerated calendar shall consist of three terms (fall, spring, and summer), each with two 7-week sessions. There shall be at least a five-day break between each session. To ensure that no session crosses a fiscal year, the first Summer Session in the fully-online accelerated calendar shall start on or before June 30 and the second Summer Session in the fully-online accelerated calendar shall start on after July 1. #14-15-08, #18-19-34

**8.70.72** The two-year calendar for the fully-online accelerated program shall be developed by the Office of Online Education, in consultation with the Office of Enrollment Services, and submitted to the Academic Calendar Subcommittee by March 1 of the year preceding the one during which the calendar is to become effective. The Academic Calendar Subcommittee shall review the calendar for the fully-online accelerated program and present it to the Curriculum and Standards Committee on time so that it can be presented to the Faculty Senate for approval by April 1 of the year preceding the one during which the calendar is to become effective. #14-15-08, #16-17-23, #17-18-23, #18-19-34

**8.70.73** The fall term of the fully-online accelerated calendar shall consist of two seven-week sessions with at least a five-day break between each session. Sessions shall begin on a Tuesday and end on a Monday. If the session begins or ends on a state holiday when URI offices are closed, the session shall start and/or end a day later. #14-15-08, #18-19-34

**8.70.74** The spring term of the fully-online accelerated calendar shall consist of two seven-week sessions with at least a five-day break between each session. Sessions shall begin on a Tuesday and end on a Monday. If the session begins or ends on a state holiday when URI offices are closed, the session shall start and/or end a day later. #14-15-08, #18-19-34

**8.70.75** The summer term of the fully-online accelerated calendar shall consist of two seven week sessions with at least a five-day break between each session. The first Summer Session for the fully-online accelerated calendar shall end on or before June 30. The second Summer Session for the fully-online accelerated calendar shall begin on or after July 1. Sessions shall begin on a Tuesday and end on a Monday. If the session begins or ends on a state holiday when URI offices are closed, the session shall start and/or end a day later. #14-15-08, #18-19-34

## Part III – Procedures for Approval and Review of Courses, Programs, and Other Academic Ventures

Part III contains rules and regulations governing procedures for the approval of courses, programs, centers, institutes and bureaus, and procedures for review of new programs and for periodic review of existing programs.

### Courses

**8.80.10 Types of Courses.** The University offers permanent courses and temporary courses for credit toward degree requirements. In addition, non-credit courses are offered. Approval procedures for all courses are found in Appendix E of the University Manual.

**8.80.11** A permanent course is one which has no restrictions on the number of times it may be offered. A permanent course may be open-ended; that is, a course whose subject matter may vary between offerings. Open-ended courses may include workshops, seminars, colloquiums, special topics, special problems, and special projects. Only permanent courses may be listed in the University Catalog.

**8.80.12** A temporary course may be offered no more than twice and only during a two-year period following its approval. A temporary course must meet one or more of the following criteria: a) it is experimental in nature. It is innovative, using unconventional devices or pedagogical methods, course materials, approach to course content or student-teacher relationships; b) it is being tried out on a temporary basis so that its value and effectiveness can be tested before it is added to a department's permanent curriculum; c) it is intended for a limited duration, such as in the case of employing a visiting specialist temporarily available or to satisfy temporary needs and interests of students or to deal with timely issues.

**8.81.10 Course Approval.** All new courses must first be approved by a vote of the faculty of the originating department. A course which does not originate in a specific department or college must be approved by the governing committee(s) with responsibility for administering it. After departmental or committee approval, a permanent course must gain the approval of the college(s), where applicable, the Curriculum and Standards Committee and/or the Graduate Council, and the Faculty Senate. #15-16-5, #17-18-23

**8.81.20 Open-ended Course.** An Open-ended Course shall be administered by the department which originated it. Initially, an open-ended course shall be proposed and approved in the same manner as other permanent courses (8.81.10). Prior to offering a specific topic the content of the course shall be approved in a department meeting. #01-02-19

**8.81.21** After approval of each offering of an open-ended course topic, a copy of the title, subtitle, and description shall be forwarded for schedule authorization to the Office of Enrollment Services via the dean of the college in which the department resides. The dean's authorization shall ensure that no overlap exists between specific topics and existing courses. #01-02-19

**8.81.22** A specific topic within an open-ended course may be offered three times. After three offerings the topic shall be approved through the appropriate channels as either a permanent course or as a permanent topic within an open-ended course and shall be included in the University Catalog. #01-02-19

**8.81.30 Temporary Course.** A Temporary Course shall have approval of the department(s) or committee proposing it, the dean(s) of the college(s) involved, and the Curriculum and Standards Committee and/or the Graduate Council, except that a temporary University College mini-course (a one-credit lower-level undergraduate course taught during the fall or spring semester) does not require the approval of the Curriculum and Standards Committee. The Curriculum and Standards Committee shall, however, receive information about any temporary University College mini-course after it has been approved by the college dean. The Graduate Council may refuse to grant or may attach conditions to the granting of graduate program credit for a temporary course. Each college may require internal channels of approval in addition to those specified here. #17-18-23

**8.81.31** The Curriculum and Standards Committee and the Graduate Council shall give priority at their meetings to the consideration of proposed temporary courses. Prior to approving temporary courses, these committees shall distribute to all faculty a description of these courses and shall provide faculty members with a seven-day period in which to register comments with the Chairperson of the Curriculum and Standards Committee and/or with the Dean of the Graduate School. #17-18-23

**8.81.35 Intensive Short Courses.** Information regarding intensive short courses is found in sections 8.32.10-8.32.13.

**8.81.40 – 8.81.43** removed #17-18-23

**8.81.50 Scheduling Courses.** Courses submitted to the Office of Enrollment Services for scheduling shall be certified by the department chairperson via the academic dean as being permanently approved or authorized temporary courses. A new course or course change proposal form must be processed through the college curriculum committee, Curriculum and Standards Committee and/or Graduate Council, and approved by the Faculty Senate before being scheduled. #17-18-23

**8.81.60 Limitations.** It is the responsibility of the Office of Enrollment Services to limit the offering of a temporary course to only twice during a two-year period and to limit to three times the offering of a specific topic within an open-ended course. #01-02-19

**8.81.61** A course that has been formally deleted may not be offered again without formal approval. The code and number of a deleted course may not be re-used before four academic years have elapsed. #01-02-19

**8.81.62** A course not taught for two successive calendar years and not scheduled to be taught for the third year shall be deleted from the public list of curricular offerings (Official University Catalog). Enrollment Services shall verify annually which of these courses will be scheduled to be taught for the following academic year as requested by the department chairs or college deans. Courses not taught will be considered suspended and will remain on the Enrollment Services non-public list for 4 years. If the suspended course is taught any time during the four-year period, it will be returned to the public list of curricular offerings (Official University Catalog). If the suspended course is not taught within 4 years it will be considered deleted and may not be taught without approval as a new course. #00-01-21, #07-08-19, #12-13-32

**8.81.70 Course Approval Records.** The permanent record for all temporary and open-ended courses shall be maintained by the Office of Enrollment Services and shall consist of the certifications required in sections 8.81.21 and 8.81.50.

**8.81.80 Course Jurisdiction.** The content, textbook, over-all conduct and method of presentation of single section courses shall be the responsibility of the instructor. The administration of multi-section courses shall be determined by departments. Modifications that significantly change a course (e.g. lecture to online offering, lecture and lab to lecture) require approval through the proper curricular channels (e.g. college curriculum committees) to the Curriculum and Standards Committee and/or the Graduate Council, and the Faculty Senate. #06-07-33, #17-18-23

## **Programs**

**8.85.10 New Programs.** In this section the term “program” shall be understood to include any curriculum or University sponsored activity requiring the assignment of one or more faculty to serve in a teaching, research, or service capacity and intended to result in the conferral of a certificate or other credential or of an undergraduate or graduate degree. Section 8.90 covers the review and approval of centers, including partnerships, bureaus, institutes, and similar entities. #11-12-25

**8.85.11** A coordinating and review committee (see 8.85.12) shall be responsible for receiving a proposal for a new program, for notifying the appropriate units of the University of the proposal, for calling for comment on the proposal, for setting deadlines for receipt of comment, for evaluating the proposed program, for insuring that all required information is included or appended to the proposal, and for forwarding the proposal, or a revised version of the proposal, with its report and recommendations, to the Faculty Senate for subsequent action. In its report to the Senate, the coordinating and review committee shall indicate whether it recommends approval or disapproval of the proposal and may recommend a ranking of the proposal according to categories described in 8.85.30. #11-12-25

**8.85.12** Normally, the Curriculum and Standards Committee, the Graduate Council, and the Center Review Subcommittee of the Committee for Research and Creative Activities shall serve as the coordinating and review committee respectively for proposals for new undergraduate degree programs, for new graduate degree programs, and for new centers, including institutes, bureaus, partnerships, and similar entities. If questions arise as to the appropriate committee to serve as the coordinating and review committee for a proposal for a new program, the Faculty Senate Executive Committee shall determine which committee has responsibility. The Executive Committee may establish or recommend establishing a special committee to serve as the coordinating and review committee for a proposal. #11-12-25, #17-18-23

**8.85.13** Proposals shall be prepared using formats and criteria specified by the RI Office of the Postsecondary Commissioner and kept on file in the office of the Provost and Vice President for Academic Affairs. #11-12-25

**8.85.14** A proposal submitted to the coordinating and review committee (section 8.85.11) shall have included the following steps:

Step 1: Prior to developing a complete proposal for a new academic program, a brief pre-proposal form describing the program and its likelihood of success, centrality to the mission of the university and consistency with the Academic Plan, shall be completed by the proposer(s). It will be provided by the proposer(s), department chair(s) (if applicable) and academic dean(s) to the Joint Committee on Academic Planning (JCAP) for review. If the program is not consistent with the Academic Plan, the proposer(s) will be urged to reconsider the idea and may submit a revised pre-proposal. All communications between JCAP and proposer(s) will be copied to the appropriate coordinating and review committee. While JCAP endorsement is not required for the proposer(s) to continue development of the complete proposal, it is strongly recommended.

Step 2: While the complete proposal is being developed within the college, the proposer(s) shall seek consultation with the Office of Student Learning Outcomes Assessment and Accreditation (SLOAA) in preparation of its plan for student learning assessment and thereafter obtain approval by the Learning Outcomes Oversight Committee (LOOC) of its plan. The proposer(s) shall also obtain a library impact statement following proper review by the University Libraries and seek written comment from other university departments and programs perceived impacted by the proposal. After the library impact statement and comment from other departments are obtained, the proposer(s) shall complete the budget analysis using the approved RI Office of the Postsecondary Commissioner forms ([https://www.riopc.edu/page/academic\\_program/](https://www.riopc.edu/page/academic_program/)). Review and verification by the Office of Budget and Financial Planning is required.

Step 3: Following completion of the above steps, the proposal submitted by a college shall have been approved in accordance with the college's established procedures and with approval of the Dean, before submission to the coordinating and review committee. If more than one college is proposing the new program, approval must be obtained from each prior to submission to the coordinating and review committee. #11-12-25

**8.85.15** The coordinating and review committee shall insure that all departments, colleges, or other units potentially involved or affected by a proposal for a new program, including the Council of Deans, are informed of the proposal and are given time to comment or otherwise respond. Unless otherwise sanctioned by a special act of the Faculty Senate, the coordinating and review committee shall allow at least thirty (30) and no more than forty-five (45) calendar days for responses after notification. #11-12-25

**8.85.16** Unless an extension of up to thirty (30) calendar days has been authorized by the Faculty Senate Executive Committee, the coordinating and review committee shall submit its report on the proposal to the Faculty Senate for action no later than thirty (30) calendar days after the deadline set for receipt of responses on a proposal. If a report has not been submitted within the specified time, the proposal may be submitted directly to the Faculty Senate for action. #11-12-25

**8.85.17** The coordinating and review committee may require changes in the format of and may recommend substantive changes in a proposal before forwarding it to the Senate for action. The coordinating and review committee shall make comments submitted in response to a proposal available for inspection, indicating in its forwarding report to the Senate the persons and/or groups who have submitted comments and where the comments are on file and available for review. #11-12-25

**8.85.20 Evaluation Criteria.** In conducting their review, the coordinating and review committee shall evaluate the proposed program primarily according to the following criteria, listed in order of importance and explained in more detail in the Manual sections indicated: centrality of the program to the mission of the University of Rhode Island (8.85.21); extent to which the program would contribute to the University's fulfillment of its teaching, research and service responsibilities, (8.85.22); relationship of the program to the developmental plans of the University (8.85.23); projected cost effectiveness considerations (8.85.24). #11-12-25

**8.85.21** The first criterion—centrality to the mission of the University of Rhode Island—is of major importance. The mission of the University of Rhode Island is embodied in its name and consists of two components — one being those responsibilities that distinguish it as a University (not a state or community college or technical institute) and the other being those local and regional concerns that derive from its being “of Rhode Island.” A program is considered as being

central to the mission of this University as an institution of higher learning to the extent it fulfills both aspects of the University's mission. #11-12-25

**8.85.22** A second criterion of major importance is the extent to which the program contributes to the University's fulfillment of its three main responsibilities: to provide the opportunity for education at the undergraduate, graduate, and postgraduate levels; to conduct research and other scholarly and creative activities; and to serve the people of the state by making knowledge, information, and expertise available to individuals, to other educational organizations, and to business, industry, and government. #11-12-25

**8.85.23** A third criterion of major importance is the relationship of the program to developmental plans (e.g., Academic Plan) of the University. Is the program inside or outside the areas where greater emphasis is envisioned? #11-12-25

**8.85.24** A fourth set of criteria related to cost/effectiveness considerations, shall include the following:

- a. How is the program projected to compare with others based on cost/revenue relationships (overall cost and income and per student)?
- b. How is the program projected to compare with others based on numbers of students served (majors, etc.)?
- c. How is the program projected to compare with others considering student-faculty ratio?
- d. How is the program projected to compare with others in terms of employment opportunities and placement of graduates?
- e. Are there special facilities or equipment needed or uniquely available for the program?

This set of criteria shall be applied uniformly to all programs as far as such criteria are relevant. #11-12-25

**8.85.30 Classification of Programs for which funding is required.** When new programs are approved by the Faculty Senate, approval may be classified as follows: approval Class A will mean that the program is deemed to be of such merit as to justify the recommendation of the immediate allocation of funds for its implementation; approval Class B would recommend that proposed new programs compete for resources on an equal basis with all other University activities; approval Class C would recommend funding of the proposed new program should additional funds be made available to the University. #05-06-21 #11-12-25

**8.85.31 Programs for which no new funding is required.** When the proponents of a new program, including a certificate program, assert that the new venture can be administered entirely with existing funds, the proposal shall follow all procedures outlined in sections 8.85.13 – 8.85.17, additionally including a five-year plan demonstrating that existing funds are sufficient for carrying the program. Prior to that plan being presented to the Faculty Senate Curriculum and Standards Committee or the Graduate Council, it shall be reviewed and approved by the appropriate department(s) and college(s) whose participation is necessary for the program to be offered successfully. The plan shall also include a Budget and Financial Planning Office review. No classification under 8.85.30 is required. #05-06-21 #11-12-25, #17-18-23

**8.86.10 Academic Program Review.** In this section the term "program" shall be understood to include academic departments, as well as any curriculum or University sponsored activity requiring the assignment of one or more faculty to serve in a teaching, research, or service capacity and intended to result in the conferral of an undergraduate or graduate degree or of a certificate or other credential. #05-06-22

**8.86.11** The primary purpose of the academic program review shall be to assess both the academic quality and the financial aspects of a program. The academic program review shall be used to inform decision-makers with regard to resources in academic departments and programs and to provide the University with information that will lead to improved program focus and quality. In addition, it is intended to help the University gain greater degrees of efficiency and effectiveness in the delivery of the academic curriculum. #05-06-22

**8.86.12** During the course of the academic program review and during the formulation of the review instrument, an Academic Program Review Committee shall help coordinate the steps of the review, shall lead in the formulation of the evaluation instrument, and shall continue to modify previous instrument versions or develop new instruments to

accommodate the changing needs of the faculty and administration (see sections 5.86.10 – 5.86.11 on the Academic Program Review Committee). #05-06-22

**8.86.13** The report, prepared as a result of an academic program review, shall be available to the University Community; however, responses to the evaluation instrument submitted by individual participants shall remain confidential. #05-06-22

**8.86.14** The program director or chair and the Dean or academic administrator to whom the program director or chair reports shall meet with the Provost and Vice President for Academic Affairs to examine and discuss the results of the review as soon as feasible, but no longer than one hundred and eighty calendar days following the dissemination of the results. The Academic Program Review Committee shall serve in an advisory capacity during this process. #05-06-22

**8.86.20 Focused Review of an Academic Program.** Focused Reviews outside the Academic Program Review process outlined in sections 8.86.10 – 8.86.14 are allowed. A Focused Review of a program may be requested by a department chair or college dean associated with the program, or the Dean of the Graduate School for any graduate program. The rationale for the review shall be in writing and clearly describe how the review falls outside the APR process. The written rationale should be distributed to the program, the department chair, the dean of the college(s), the Dean of the Graduate School for graduate programs, and the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs shall have the final decision whether a rationale justifies a focused review. The rationale should reflect substantive concerns about program quality and/or integrity, and/or a consistent pattern of deviation from established program or university policy, standards, or procedures. A copy of the rationale should also be sent to the Faculty Senate Executive Committee as a notification of review rather than an invitation to participate. #13-14-3

**8.86.21** In this section the term “program” shall be understood to include curriculum or University sponsored activity requiring the assignment of one or more faculty to serve in a teaching, research, or service capacity and intended to result in the conferral of an undergraduate or graduate degree, certificate, or other credential. #13-14-3

**8.86.22** While the Focused Review is outside the Academic Program Review process, any data gathered during the process outlined in sections 8.86.10 – 8.86.14 shall be available to the Focused Review Committee. #13-14-3

**8.86.23** Any program identified for a focused review shall have at least a three member Focused Review Committee appointed to oversee and coordinate the review of that specific program. The dean of the college associated with the program being reviewed (in consultation with the Dean of the Graduate School for any graduate program) shall appoint two faculty members, and the program being reviewed shall appoint a third faculty member. No member may be a person who directly oversees the program. A faculty member appointed by the dean will chair the committee. #13-14-3

**8.86.24** The focused review committee may decide that outside reviewers should be consulted in a particular review or that a recent accreditation review document prepared by the program can serve as a component of the focused review. University and/or external staff with relevant expertise also may be called to participate. Outside reviewers shall be selected in consultation with the dean. #13-14-3

**8.86.25** The focused review committee shall create a written report of its assessment of the program and any other relevant findings and submit it to all recipients of the rationale in 8.86.20. The program director, associated chairs and/or deans, and the Provost and Vice President for Academic Affairs may request a meeting with the focused review committee and interested parties. The program has 15 calendar days from the release of the report to submit a written response to all recipients of the rationale. #13-14-3

**8.86.26** No later than 30 calendar days following the receipt of the response from the reviewed program, the Provost and Vice President for Academic Affairs in consultation with the dean associated with the program and the graduate dean (for graduate programs) shall provide to the program director, associated chair and dean, and the Faculty Senate Executive Committee a written response to the report. In general, the written reports of the focused review committee and the response of the Provost and Vice President for Academic Affairs shall be made available upon request to any interested parties. Any individual or group of standing in a particular program review may request that some portions of the report, especially those relating to specific personnel issues, not be made public. The Provost and Vice President for Academic Affairs shall have the final authority to decide whether or not to withhold any portions of the report from public distribution. #13-14-3

**8.86.27** The dean associated with the program in consultation with the graduate dean, when appropriate, shall oversee the implementation of the recommendations of the review. #13-14-3

**8.87.10 Abolition of Programs.** When a recommendation for abolition of an existing program is initiated by an appropriate college or university committee or administrative official, the recommendation shall be reviewed by the appropriate college dean, college curricular committee, and college faculty if the program is housed in a college; and in any case by the appropriate Faculty Senate Committee(s) (Curriculum and Standards Committee and/or Committee for Research and Creative Activities) or Graduate Council, the Faculty Senate and the President. Review of the proposal for abolition by college or Senate committees below the level of the Faculty Senate shall result in a Statement of Opinion that shall be attached to the proposal as it proceeds through subsequent review steps, but shall not result in denial or approval of the recommendation, nor stop the proposal from proceeding to the Faculty Senate. The originator of the recommendation may, however, withdraw the proposal if convinced by review at any level that the recommendation should be withdrawn. Curricular committees and college faculties shall address budgetary issues as well as academic issues in their review. The Graduate Council shall be included for review of graduate programs according to its established procedures. The originator shall present the recommendations to the Faculty Senate for its deliberation. Committees that have reviewed the proposal and have attached Statements of Opinion shall present the findings of their review to the Faculty Senate. Approval of the recommendation for abolition shall require the approval of the Faculty Senate and the President in the same manner as other legislative actions, as provided for in sections 10.2 to 10.6 of the Faculty Senate By-Laws. #17-18-23

**8.87.11** Any program recommended for elimination shall be maintained until currently enrolled students (including University College students who have indicated preference for the program in writing prior to the President's signature of the recommendation for elimination) have completed the program, except that in no case shall this period of maintenance exceed the normal period of transit through the program by more than one year. Notification to students contemplating enrollment in the program shall be made at the time the President authorizes elimination of the program, but not sooner. For the purpose of providing adequate notice to prospective first-year students, elimination must be authorized prior to June 1 of the year previous to the final entering class.

**8.87.12 Suspension of Programs.** The President has the prerogative of suspending admissions of students into degree granting programs. The President shall notify the University Community, including Admissions Officers, and the RI Office of the Postsecondary Commissioner as to the reasons for and the effective date of program suspension, taking into account students already admitted for study. In concert with policies of the RI Office of the Postsecondary Commissioner, programs may be maintained in a state of suspension for a maximum of 6 years. Programs may be removed from suspension by the President at any time prior to the expiration of the time limit. The President may appeal to the RI Office of the Postsecondary Commissioner for a three (3) year extension beyond the prescribed time limit. After the time limit for program suspension has been reached, procedures for program abolition set forth in Section 8.87.10 shall be followed. #06-07-40

**8.88.10 Degree Programs on the Feinstein Providence Campus.** Departments planning to offer existing degree programs at the Providence Campus must develop and approve a plan for offering and staffing courses and advising students. Once approved by the academic department, this plan should be forwarded simultaneously to the appropriate college curriculum committee and to the Dean of the Alan Shawn Feinstein College of Education and Professional Studies for review and approval, following which undergraduate programs shall be forwarded to the Curriculum and Standards Committee and graduate programs to the Graduate Council for approval. Actions taken by the Curriculum and Standards Committee and Graduate Council shall be reported to the Faculty Senate for information. #04-05-9, #17-18-23

### **Centers, Institutes, Bureaus and Partnerships**

**8.90.10** Centers, Including Institutes, Bureaus, Partnerships, and similar entities are officially recognized academic organizational and administrative units that shall be chartered to provide interdisciplinary coordination either within a college or across college lines directed at an issue beyond the scope of a single discipline. They may comprise many different disciplines or they may be single discipline based with secondary emphasis on contributing disciplines. The principal function shall be generally research oriented; however, in some instances, their missions may include instruction and/or service as components of equal importance. The facilities of a center need not be located in one location. A center shall be considered an individual entity and not tied to the demise or expansion of other centers. #11-12-25, #17-18-23

**8.90.11** Partnerships are centers (see 8.90.10) specifically designed and organized to be significantly broad in scale, for example by involving several disciplines across departmental and college lines, and are expected to be ultimately self

supporting. Partnerships may cooperate with or involve extra-university entities or organizations in their activities. The term partnership may, but need not, be used in the organizational name of such a unit. #11-12-25

**8.90.12** Individuals or groups at the University who are not members of, or affiliated with, a Partnership, Center, Institute or Bureau will have the same opportunities to conduct research and engage in creative activity, to obtain release time for such research or creative activity, and to have access to funding or other forms of support as may be available to members of such Partnerships, Centers, Institutes or Bureaus. Non-affiliation with a Partnership, Center, etc. will not be regarded negatively in applications for promotion or tenure. #11-12-25

**8.90.18** Centers are non-traditional academic units and as such are subject to policies and procedures specified by the RI Office of the Postsecondary Commissioner regarding academic change. #11-12-25

**8.90.20 Procedures for the Establishment of Centers.** Proposals for all centers, including institutes, bureaus, partnerships, and similar entities shall originate with faculty representing the disciplines concerned. A proposal for the creation of a center, institute, bureau, or partnership shall include an explanation of its goals and rationale, a description of its proposed administrative and staffing structure, a specific description of its relationship to other appropriate units of the University, a budget with personnel and space requirements, as well as amounts and sources of seed money. In addition, procedures for the termination of the center or assumption of full fiscal responsibilities by the University shall be included in the proposal. #11-12-25, #17-18-23

**8.90.21 Temporary Authorization for Centers.** Centers, including institutes, bureaus, partnerships, and similar entities may be authorized to operate for an initial three-year period by the Provost and Vice President for Academic Affairs of the University who shall make the decision in consultation with the Vice President for Research and Economic Development, the Center Review Subcommittee of the Committee for Research and Creative Activities, the Dean(s) of the faculty associated with the proposed center, and the Chairs of the faculty members associated with the proposed center, who shall have brought the proposal to the department as a whole for their recommendations. The Center Review Subcommittee will review proposals for temporary partnerships and make recommendations to the Provost based on the potential for intellectual contributions, utilization of undergraduate and graduate students, interdepartmental or intercollege involvement, and external funding. Each new temporary partnership shall receive support from the university only during its initial three years. #02-03-14 #11-12-25, #17-18-23

**8.90.22 Continuing Authorization for Centers.** Continuing authorization to operate centers, institutes, bureaus, or partnerships, and similar entities including authorization to operate after an initial three-year period described in 8.90.21, shall be subject to review by units and departments involved in the center as well as review by the colleges of the involved departments during their third year. Following college review, proposals shall be forwarded with departmental and college recommendations to the Center Review Subcommittee of the Committee for Research and Creative Activities for consideration (see 8.85.12). The The Committee for Research and Creative Activities shall recommend to the Faculty Senate action on center proposals based on program quality, research, outreach, or educational activities, involvement of undergraduate and graduate students, interdepartmental or intercollege connections, and potential for continued external funding, as appropriate for the mission and goals of the center. #02-03-14 #11-12-25, #17-18-23

**8.90.30 Review.** Once granted continuing status, centers, including institutes, bureaus, partnerships, and similar entities shall be reviewed every four years by the Center Review Subcommittee of the Committee for Research and Creative Activities who shall submit recommendations, including recommendations for further continuation or dissolution, to the Faculty Senate based on overall program quality, research, outreach, or educational contributions, financial support of student involvement, interdepartmental or intercollege involvement, and continued external funding, as appropriate for the mission and goals of the center. #02-03-14 #09-10-16 #11-12-25, #17-18-23, #17-18-23

**8.90.40 Faculty Evaluation.** At the discretion of the faculty member involved, any scholarship, teaching, or service activities carried out by a faculty member under the aegis of a center, institute, bureau, or partnership can be used in the evaluation of the faculty member for tenure, promotion, and considerations of merit. #11-12-25

## Chapter 9 – Student Activities

**9.10.10 Recognition of Student Organizations.** The University of Rhode Island recognizes the Student Senate, Inc. as the representative of URI undergraduate students, and the Graduate Student Association as the representative of graduate students. #00-01-30

**9.10.11** Recognition of student organizations shall be the responsibility of the Director of the Memorial Union in consultation with the Student Senate for undergraduate student organizations and the Graduate Student Association for graduate student organizations. #00-01-30

**9.11.10 Organizations.** No student organization shall use the name of the University in outside activities, thereby purporting to represent the University, unless such use is approved and authorized by the Director of the Memorial Union and Student Activities.

**9.11.11** Before advertising, notice of all student meetings or social events shall be filed with the Director of the Memorial Union and Student Activities or the Office of Residential Life as outlined in the student handbook. The Director of the Memorial Union and Student Activities shall control scheduling to prevent conflicts. Notice of meetings of interest to the University community shall be filed with the Director of the Memorial Union and Student Activities at least one week before the meeting so that they may be publicized as widely as possible.

**9.11.12** Within their areas of responsibility, the Directors of the Memorial Union, Dining Services, Athletics, Residential Life, and Student Life must approve in writing any fund raising, sales, solicitation, or petitioning by individuals or groups. For other areas, the Director of Student Life must provide approval. Procedures are listed in the student handbook.

**9.11.13** The Director of the Memorial Union and Student Activities, in cooperation with the faculty adviser and the Accounting Office, shall cooperate with student organizations in auditing accounts and keeping expenses within estimated income.

**9.12.10 Intercollegiate Competition.** Only students who are duly matriculated and regularly enrolled as candidates for a bachelor's degree and who are doing full work (carrying at least a minimum credit-hour load) shall represent the University in intercollegiate competition. #00-01-30

**9.12.11** No student who has completed the requirements for a bachelor's degree shall be eligible to represent the University in intercollegiate competition except for participation in contests occurring shortly after commencement and provided such contests are part of a regularly organized schedule. #00-01-30

**9.12.12** No member of a University team shall be allowed to play elsewhere with any organization while enrolled on a University team, without consent of the Director of Athletics. #00-01-30

**9.12.13** Additional regulations for athletic eligibility shall be the rules adopted by the National Collegiate Athletic Association. #00-01-30

**9.13.10 Political Groups.** Politically-minded student groups, both partisan and non-partisan, may be recognized by the University and may hold meetings for business and discussion in rooms in University buildings, but these groups shall not use campus facilities free of charge for meetings or rallies open to the general public which are intended to promote the campaigns of candidates for public office.

**9.13.11** The University shall not be responsible for the views expressed or entertained by either the speakers or the groups (see 9.13.10) nor can it be held to approve or disapprove such views, whatever their nature; rather, it shall be concerned exclusively with discharging its educational duty to facilitate free discussion of all points of view, to the extent guaranteed by the constitutions of the United States and of the State of Rhode Island.

**9.18.10 Community Standards of Behavior and University Policies for Students.** Students and student groups are required to comply with regulations as published in the student handbook.

**9.20.10** Disciplinary Action may be implemented only through referral of violations to the Office of Student Life, the Office of Campus Life, or the Office of Housing and Residential Life. Infractions of community standards and University

policies shall be reported in a timely manner to the appropriate office by the campus police or by local police departments, by other students, or by faculty or staff. In all cases, the available facts shall be gathered from the accuser (the reporting agency or complainant), and a careful evaluation of these facts, as well as of the dependability and character of the person(s) reporting them, shall be made. If corroboration of the information presented is deemed necessary, further inquiry and investigation shall be undertaken. If, at this point, in the judgment of the investigating authority, there is insufficient evidence of a violation, or the case lacks merit, a decision not to refer the matter to the conduct system may be made. #05-06-2E

**9.21.10 Procedures for Cases of Violations of Community Standards of Behavior and University Policies.**

In cases in which the investigating authority decides that there is evidence of a violation which warrants referral to the conduct system, the student shall be notified in writing of the charges. #05-06-2E

**9.21.11 Charge Letter.** The notification to the student shall include a description of the alleged offense, the date and the location at which the conduct is said to have occurred, as well as reference to the student handbook section that is alleged to have been violated, a statement of the sanctions recommended, and an explanation of the options available to the student.

**9.21.12 Response Letter.** Within two working days of receipt of the written charges, the accused student shall respond in writing. The response deadline shall be extended if in view of the investigating authority, there are good grounds for such an extension. In his or her response, the student shall choose one of the following options: (1) Acceptance of responsibility for the alleged conduct as well as of the sanctions recommended; (2) acceptance of responsibility for the alleged conduct, but not of the sanctions recommended; and (3) denial of responsibility for the alleged conduct. If the student denies responsibility, the student's response shall also indicate his or her preference as to whether the case should be disposed of through an administrative hearing, or through a hearing before a hearing panel.

**9.21.13 Mode of Resolution under Various Conditions.** If the accused student accepts responsibility as well as the sanctions recommended, the case shall be considered as resolved, and a decision letter shall be written to confirm the decision. If a student accepts responsibility but does not accept the sanctions recommended, the case shall be referred to a hearing before a hearing officer, unless the nature of the infraction is such that a mandatory sanction is attached to it, in which case the student's acceptance of responsibility shall resolve the matter. If the accused student denies responsibility, the case shall be referred to a hearing.

**9.21.14 Types of Hearings.** Hearings may either be before an administrative officer from one of the three offices charged with responsibility of participating in the administration of the student conduct system (see 9.20.10), or before a hearing panel. They shall be known as administrative hearings and panel hearings, respectively. #05-06-2E

**9.21.15 Administrative Hearings** shall be conducted (1) if a charged student fails to respond to a charge letter within two working days; (2) if the hearing concerns the sanctions only; (3) if a student requests an administrative hearing; and (4) if in the judgment of the Office of Student Life, scheduling it is necessary to ensure that a hearing occurs in a timely fashion, to insure the health and safety of any of the participants or to insure an unbiased hearing. #04-05-32

**9.21.16 Panel Hearings** shall take place if an accused student denies responsibility for the alleged violation, requests a panel hearing, and none of the conditions making an administrative hearing necessary and/or appropriate (see 9.21.15) apply. Panel hearings shall normally take place before panels drawn from the University Judicial Board (see 5.74.10 – 5.74.21). When the situation warrants it, however, the Office of Student Life shall have the authority to establish special hearing panels.

**9.21.17 Procedures for Panel Hearings.** If the accused student requests a panel hearing, and the Office of Student Life concurs with this request, every effort shall be made to hold a hearing before the appropriate panel within 20 class days from the date the student furnishes his or her written response to the charge letter. The accused student shall receive written notification of the place and time of the hearing at least 72 hours in advance of the hearing. The notification shall also identify the panel members. A staff member from the Office of Student Life shall be available prior to the hearing at the request of the student to advise him or her regarding the alleged violation and procedural matters. The student may challenge the participation of (a) panel member(s) for good cause, provided this is done at least 48 hours in advance of the hearing. Hearings shall be closed.

**9.21.18 Information to Panel, and Disqualification of Panel Members.** Each panel member shall be informed of the student's name and charges at the time of the hearing. Any panel member may disqualify himself/herself, and either

party to the case may be permitted to disqualify a prospective member if s/he can satisfy the remaining members of the board that there is good cause for disqualification. If alternates for disqualified panel members are available, these alternates shall take the place of the disqualified members. If it is not possible to replace a sufficient number of disqualified members to maintain the panel composition as stipulated in ~~5.74.20~~, the hearing may proceed only with the agreement of the charged student.

**9.21.19 Advisor to the Student.** During the conduct process, including at all hearings, the student shall have the right to the assistance of an advisor of his/her choice from the University community. The advisor may not serve as a witness, or be a party to the case. The purpose of the advisor is to assist the student, not to present a defense or to speak in place of the student. Neither party shall be permitted to employ professional legal counsel or other persons from outside the University community to present the case before the board or advise the student during the hearing. When a concurrent criminal charge is pending against an accused student, however, the student's legal counsel shall be allowed, upon the student's request, to provide passive assistance to the student at the hearing. ~~#05-06-2E~~

**9.21.20 Panel Advisor.** All panels shall have an advisor appointed by the Office of Student Life who shall be present during all stages of the conduct process, including hearings and deliberations, except during the closed panel session determining whether or not the accused student is responsible for the alleged conduct. Responsibilities of the panel advisor shall include: (1) advising the panel regarding the requirements and provisions of substantive and procedural due process; (2) serving as a resource person concerning an accused student's past history of involvement in the discipline system if any; (3) providing continuity in panel operations and procedures; (4) facilitating the implementation of conduct procedures at all levels of the conduct system; (5) acting as a liaison between panels and the University community; (6) assisting the panel in fulfilling its educational responsibility; and (7) preparing a written record of each hearing which is to include a summary of the testimony and evidence presented, and a statement of the decision reached. The individual who serves as panel advisor shall not be the person who conducted the original investigation as described in 9.20.10 and 9.21.10.

**9.21.21 Presence of Accused, Oaths, Burden of Proof, and Standards of Proof.** The accused must be present at the hearing (except as provided in 9.21.26). S/he may present evidence and introduce witnesses. No oaths shall be requested or allowed and the technical rules of evidence applicable to civil and criminal cases shall not apply. The charging official and the chair of the panel will work to eliminate preconduct and irrelevant information. If the charged student feels that this has not been done, he/she can add a written complaint or correction to the materials that are given to the hearing panel or officer. When the charged student denies responsibility, the burden of proof shall rest upon the person(s) bringing the charges. The standard for this proof shall be clear and convincing evidence. ~~#04-05-32~~

**9.21.22 Right to Question Witnesses, Right to View Evidence, and Rules for Written Testimony.** The accused student shall have the right to question the complainant and all witnesses through the hearing panel chair, and to view and question all evidence presented to the panel during the hearing. Written testimony from absentee witnesses may be received for consideration only if the panel advisor and its chair deem it appropriate. If the panel advisor and the chair disagree as to the admissibility, they shall refer the matter to the panel for disposition. The authorship of such testimony must be verified by certification from a notary public. ~~#18-19-6~~

**9.21.23 Findings.** Upon completion of the hearing, the conduct board shall make one of the following decisions: (1) a finding that the accused is not responsible for the alleged conduct; (2) a finding that the accused student is responsible for the alleged conduct, and a determination of the penalty; (3) dismissal of the charges due to lack of evidence; or (4) continuance of the case for the purpose of obtaining additional information or of providing for further consideration. Decisions shall be based only upon evidence and testimony introduced at the hearing. All decisions shall be made by a majority vote. The panel chair shall have the right to vote in all matters. ~~#05-06-2E~~

**9.21.24 Written Notification of Findings.** As soon as reasonably possible after the finding is reached, the accused student shall be notified in writing of the decision(s) made.

**9.21.25 Procedures for Administrative Hearings.** Administrative hearings shall follow the applicable procedures set forth for hearings before hearing panels. All tasks which the panel hearing procedures assign to the panel chair and/or the panel advisor shall, in the case of an administrative hearing, devolve to the hearing officer. The charged student shall have the right to challenge the assignment of the case to a particular hearing officer. Such a challenge shall follow the procedures established, under the panel hearing procedures, for challenging a panel member.

**9.21.26 Attendance Requirement at Hearings.** Charged students are required to appear for scheduled hearings. Failure to do so normally causes the case to be heard in the student's absence. However, a student shall have the right to one rescheduled hearing if the scheduled time causes undue hardship.

**9.21.27 Continuance of Disciplinary Proceedings.** If a student withdraws or is academically dismissed while charges are pending, disciplinary procedures may be continued or discontinued at the discretion of the Dean of Students. If a student completing degree requirements is accused of an offense for which suspension or dismissal are appropriate penalties, his/her diploma may be withheld pending resolution of the conduct proceedings or during a period of suspension. #04-05-32; #05-06-2E

**9.21.28 Deferral of Proceedings.** The staff of the Office of Student Life may defer conduct action at any stage of the process for a period not to exceed ninety calendar days when school is in session. Pending charges may be discontinued thereafter depending upon the good conduct of the accused student. #04-05-32

**9.21.29 Appeals Procedure.** When a hearing panel or hearing officer recommends conduct sanction, the accused student shall have the right to appeal the decision to the University Appeals Board (5.75.10 – 5.75.12). Such appeal requests, which must be presented in writing, shall be based only on evidence of fraud, denial of rights, procedural error, or on the claim of new evidence which was not available at the hearing, and which would have materially affected the decision of the hearing panel or officer. Following a hearing, a complainant has the right to submit an appeal request to the University Appeals Board based on new evidence (as described above). Appeal requests must be filed with the Dean of Students within one week of receipt of the letter informing the accused student that a conduct sanction has been recommended. Extensions to the deadline for filing appeal requests may be granted for good and sufficient reason by the Dean of Students. If the Appeals Board determines that a written request for appeal has merit, it shall rehear the case, or the portion of the case relevant to the appeal. Upon completion of the appeal hearing, the Appeals Board may either uphold the original decision and sanction, or adjust the original decision and/or sanction. Following action by the Appeals Board, the case shall be forwarded to the President or the Dean of Students, as appropriate. #05-06-2C

**9.21.30** Students who obtain information at their hearing which might lead to new evidence shall ask for a continuance of the case at that time rather than wait to raise the matter for the first time as the basis for an appeal request.

**9.21.31 Conduct Records.** All conduct records, such as complaint letters, correspondence, charge letters, decision letters, and hearing summaries, shall be considered confidential, and be maintained by the Office of Student Life for six years after the date of the action. Records of unresolved incidents shall be reviewed annually starting with the 6-year anniversary. The Dean of Students shall decide whether or not to destroy such a record or keep it for another year. Records of permanent dismissal shall be retained permanently. Access to such records is governed by the University Policies for the Release and Disclosure of Information from Student Records (see section 6.12.21). #04-05-32

**9.22.10 Range of Conduct Action.** Actions which may be taken as a consequence of violations shall range from no further action to dismissal. Conditions may be attached to the action depending upon, and appropriate to, the nature and severity of the violation, the degree to which the student has participated or been involved, his/her motivations and intent in connection with the infraction, and any record of past violations as well as a consideration of all facets of the specific situation. Actions listed in Sections 9.22.11 through 9.22.16 shall not take effect until approved by the Dean of Students. #05-06-2E

**9.22.11 No Further Action.** In cases where the discussion with the administrative officer or the hearing before the appropriate student conduct board has been sufficient, the student will be notified that there is no further action necessary. #04-05-32

**9.22.12 Warning.** In instances of minor violations, the student may be warned in writing of the possible consequences of continuing such behavior. Additional conditions may be applied as appropriate.

**9.22.14 Residence Probation.** A student who is placed on residence probation is not in good standing with his/her living unit for a specified period of time, and conditions may be placed on his/her actions. The status of residence probation reminds the student that his/her infraction has become part of his/her record and that repetition of similar or other unacceptable behavior may be cause for removal from the living unit.

**9.22.15 Removal from Living Unit.** This action precludes either the student's continued residence in a particular living unit or in any campus living unit. Such action is normally taken after one serious violation or repeated minor violations related to the living unit environment.

**9.22.16 Disciplinary Probation.** A student who is placed on disciplinary probation is permitted to remain enrolled at the University under certain stated conditions, depending upon the nature of the violation and the potential learning value that may be derived from such conditions. The probation usually extends over a stated period, during which it is clearly understood that the student is subject to further disciplinary action, including suspension or dismissal, if he/she violates the terms of the probation or in any way fails to conduct himself/herself as a responsible member of the University community. Probation is a final warning to the student to help him/her reevaluate his/her behavior.

**9.22.17 Suspension is an involuntary separation of the student from the institution.** Suspension differs from dismissal because it implies and states a time limit when return will be possible. Suspension may extend for a semester, for a specified period, until a specifically designated date, or until a stated condition is met. Such action does not take effect until approved by the President of the University.

**9.22.18 Dismissal** is the permanent involuntary separation of the student from the institution. Such action does not take effect until approved by the President of the University.

**9.23.10 Emergency Suspension.** Pending final action on violation of University regulations, the status of a student shall not be altered or his/her right to be present on the campus and to attend classes suspended, except for reasons of imminent danger to his/her physical or emotional safety or well-being, or for reasons of imminent danger to the safety or well-being of the University community. The decision to separate a student from the campus under these conditions shall be made only with the approval of the Vice President for Student Affairs or the President. If a student is separated from campus under this authority, the procedures outlined in 9.21.10 – 9.21.30 shall be implemented only if the suspended student requests in writing that it be done. If a hearing is requested, every effort shall be made to schedule it within 15 class days after the separation. A student separated from campus by this authority must remain separated until a hearing is held. If more than one semester elapses from the time of the suspension to the time the student requests a hearing, the hearing shall be an administrative one. #05-06-2B; #07-08-34

**9.24.10 Jurisdiction of the Student Discipline System over Off-Campus Conduct.** Off-campus conduct shall be subject to the jurisdiction of the Student Discipline System if one of the following conditions is met: 1) an infraction of a community standard of behavior as listed in the Student Handbook occurs at: a) an official University event, such as a field trip; b) a University sanctioned event as defined in section 8.51.12 of the University Manual; or c) an event sponsored by a recognized student organization, fraternity or sorority; or 2) an off-campus action performed by a person while he or she is a student is of a nature such that it would be subject to the Student Discipline System if it had occurred on campus, and the nature and circumstances of the infraction provide reasonable grounds for believing that the alleged offender posed or poses a threat to life, health, or safety of the University community, or to University property the safety of self or others or if the alleged offender is repeatedly arrested or cited for violating local, state or federal laws. The decision to apply jurisdiction to off-campus conduct shall be made by the Dean of Students. #05-06-2A

**9.24.11 Appeal on the Issue of Off-Campus Jurisdiction.** If a student is accused of an off-campus offense under subsection 2 of Section 9.24.10, and if the representative of the Office of Student Life determines that there is cause for presenting the matter to the Student Discipline System, the student shall have the right to dispute the jurisdiction of the Student Discipline System. Such an appeal must be filed in writing with the Office of Student Life not later than three days after notice of the Office of Student Life decision that the student has been charged. The appeal shall be presented to the Vice President for Student Affairs for disposition of the issue of jurisdiction. The decision on jurisdiction arrived at by the Vice President for Student Affairs shall be final. When an affirmative judgment on jurisdiction has been reached through this procedure, the student shall still have the right to accept or deny responsibility for the conduct in question.

**9.25.10 Mediation.** When there is an apparent violation of community standards or University policies for students, the incident may be adjudicated through a formal mediation process if formal mediation is acceptable to all of the following parties: (1) the individual(s) allegedly responsible for the violation; (2) the complainant (student, staff or department reporting the violation), and (3) the Office of Student Life. Mediation shall be conducted by a trained University staff member approved by the Office of Student Life. Mediation requires the cooperation of all parties to resolve a problem. The process is to result in a written document agreed to by all parties. The written agreement shall be kept on file in the Office of Student Life. Should Mediation fail to result in an agreement, or should a party fail to abide by an agreement, formal disciplinary proceedings shall then be initiated.

## Chapter 10 – Administrative Procedures

**10.10.10 Business Procedures.** The University's fiscal year is July 1-June 30. The dean or director concerned shall receive, in advance when possible, a complete set of budget request forms and a letter of instruction from the Budget Office for each of his/her departments. The Provost and Vice Presidents shall meet to finalize allocations to each division. Final allocations shall be submitted to the Provost and Vice Presidents prior to the start of the fiscal year. Administrative Report September 2015

**10.10.11** After preparation and review by the dean, and/or head of the department, one copy shall be submitted to the Budget Office. Budget review meetings of the deans, the President, and the Vice President for Administration and Finance may be called for beforehand.

**10.10.12** Before the fiscal year begins, when possible, formal notices of the subsequent year's budget allocations shall be made directly to the dean, and/or head of the division, for distribution to his/her department chairpersons and directors.

**10.10.13** Any request for expenditures that exceeds the existing balance of available funds in a particular account shall not be processed without the identification of source of funds. Request for budget allocation transfers shall be prepared on a form obtainable from the Budget Office and shall be subject to approval in accordance with existing policy.

**10.10.14** All money received by a department for the University shall be deposited in the Office of Enrollment Services promptly – within three business days after the date of receipt. A university deposit slip, in duplicate, filled in completely, including chartfield and tender, shall accompany the deposit. Administrative Report September 2015

**10.10.15** All payments from a special University fund shall be made by the Accounting Office. Invoice Voucher Forms should only be utilized in situations where competitive pricing is not an issue or is specifically exempted by statute or regulation. See invoice voucher instructions for types of allowable items. Invoice vouchers must be approved by an authorized signatory, including chartfield string, vendor, and purpose. Invoice vouchers and invoices shall be sent to the Accounting Office for payment. Administrative Report September 2015

**10.11.10 Requisitions.** A University online requisition shall be prepared in advance for all purchases chargeable to departmental funds. This includes both external vendors and internal vendors. The requisition shall indicate the chartfield to be charged, an estimated cost of materials/services, and a category code number. On-line requisitions will electronically route to the responsible person(s) based on the chartfield string(s) and signature authorization. Administrative Report September 2015

**10.11.11** Exceptions to the above purchasing procedures, in case of necessity, shall be made only upon the approval of the Controller.

**10.12.10 Interdepartmental Services.** Shop work orders for repairs to be performed by the University Maintenance Department shall be prepared in accordance with instructions contained in the Physical Plant Information Manual.

**10.12.11** Interdepartmental online requisitions shall be prepared for materials and services requested of one department by another. Administrative Report September 2015

**10.12.12** Interdepartmental charges shall be reported on a standard credit statement form to the Accounting Office by all departments supplying materials or services to other University departments. These charges shall be submitted monthly and the credit statement shall show the college requisition number.

**10.12.13** It shall be the responsibility of the Controller's Office of Accounts Receivable to prepare billing invoices for materials and services supplied by University departments to outside agencies. All departments supplying materials and services to agencies outside the University shall report items to be billed monthly to the Controller's Office of Accounts Receivable on a URI Invoice form. Sales tickets or other evidence that the material has been supplied or services have been performed shall be attached to the credit statement. Administrative Report September 2015

**10.13.10 Sales to Students.** The University Bookstores shall be operated for the sale of all apparatus, books and other instructional materials. If it is necessary for a member of the faculty to provide his/her students with materials not

available through usual trade channels, agreement shall be reached with the Bookstore Manager for distribution through the Bookstores.

**10.15.10** Financial Policies administered by the Controller shall be distributed widely and posted on the Controller's website. Policies with regard to sponsored and cost accounting shall also be included. Administrative Report September 2015

**10.20.10 Payroll Procedure.** Salary payments shall be made to new employees after an approved personnel appointment form has been submitted to the Human Resources Office and all other payroll forms, such as withholding statements, retirement membership, group life insurance and health insurance have been properly completed. A new employee may expect a salary check at the end of the third week of his/her employment if all forms have been properly completed and submitted to the Human Resources Office at least ten days prior to the effective date of his/her employment.

**10.20.11** Payroll deductions shall be made for withholding taxes, Social Security taxes, contributions to the State Employees' Retirement System, TIAA-CREF and voluntary deductions for hospitalization and medical plans, group life insurance, credit union loan repayments or savings deposits, and purchase of government savings bonds.

**10.20.12** The normal contract year shall coincide with the fiscal year of the University, beginning July 1 and ending June 30.

**10.20.13** New faculty members may normally expect their first payroll check within two weeks after the beginning of the academic year, and payments shall be made biweekly thereafter. Before the first of November a faculty member whose initial appointment is on an academic year basis shall receive a separate check covering the period from July 1 to the beginning of the pay period covered by his/her first payroll check. Administrative Report September 2015

**10.20.14** A faculty member on an academic year basis who resigns after July 1 and prior to the beginning of the fall semester shall reimburse the University for the total amount of all salary checks received for the period after July 1.

**10.20.15** The bi-weekly salary payments are made on Fridays. Ordinarily there will be 26 such Fridays in the fiscal year.

**10.20.16** Employee absences due to sickness, vacation, or leave without pay shall be recorded on URI Attendance Reports.

**10.21.10 Student Employment.** It is the policy of the University to provide employment opportunities for eligible students. For Student Employment Policy see Appendix G.

**10.21.20 Student Payroll.** Data concerning hours worked by student employees shall be entered and authorized electronically through the time and attendance system on a biweekly basis. Student Employment Periods are generally from September 1 through May 30 (academic year) and June 1 through August 31 (summer). Actual employment dates are more closely defined by Student Enrollment Service's academic calendars. Administrative Report September 2015

**10.22.10 Rhode Island Credit Union.** All employees of the University shall be eligible for membership in the Rhode Island Credit Union. The Human Resources Office shall provide the necessary forms and accept memberships from the Credit Union or help provide necessary information.

**10.30.10 Authorization for Faculty and Administrative Staff Travel.** Prior approval for travel within the state, except when in-state travel is normal in connection with a person's regular duties, shall be obtained from the appropriate department chairperson, dean, or director.

**10.30.11** Prior approval for travel outside the state shall be obtained from the appropriate dean or head of the division. Deans and/or heads of divisions shall see that authorization for travel does not exceed budget allocations. This approval is applicable to all travel regardless of source of funds.

**10.31.10 Reimbursement for Travel.** Requests for reimbursement of travel expenses shall be prepared on a URI Travel Authorization Request form and must have the approval of the dean of the college and/or the head of the

department or division concerned. Instructions to all travel procedures and current reimbursement rates can be found at the [Controller's web site](#).

**10.33.10 University-Sponsored Educational Field Trips.** The deans of the several colleges shall furnish information pertinent to field trips to the Vice President for Administration and Finance for use in arranging vehicle rental service.

**10.33.11** Costs for field trips shall be charged to department budgets or, by assessment, to students taking the trips (as decided by departments or colleges).

**10.33.12** A member of the faculty or administrative staff or other duly authorized representatives of the University shall accompany students on all authorized class or student activity trips, except for trips sponsored with Student Activities approval for recreational purposes only. A duly authorized representative is a student, faculty or staff member who is given written authorization by a faculty or staff member of the university to accompany a class on all authorized class trips. A student may receive authorization to travel separately from his/her class or team if he/she signs a waiver form releasing the University from all liability and claims of every kind and nature arising from or incidental to said separate travel.

**10.40.10 University of Rhode Island Intellectual Property Policy.** This policy consists of the following sub-segments: I. General Principles (10.41.10 – 10.41.15); II. General Intellectual Property Policy (10.42.10 – 10.42.15); III. Patent Intellectual Property Policy (10.43.10 – 10.43.40); IV. Copyright Intellectual Property Policy (10.44.10 – 10.44.18); V. Trademark Intellectual Property Policy (10.45.10 – 10.45.16); and VI. Definitions (10.46.10 – 10.46.36). The policy, superseding earlier Intellectual Property policies, was approved by the Faculty Senate on March 22, 2012, by the President on May 1, 2012, and by the Rhode Island Board of Education on April 8, 2013. #11-12-17

**10.41.10 General Principles** (10.41.11 – 10.41.15).

**10.41.11** The University of Rhode Island (hereinafter “Institution”) encourages and promotes research and scholarship based on the traditional principles of the academic profession. Some discoveries, advancements, and innovative approaches may have the potential to be further developed into products or services that have utility beyond the Institution and that may positively impact the economy of Rhode Island. Through this Policy, the Institution seeks to define and execute a synergistic model of education, research, service, innovation, commercialization, and economic development and to apply this model to help solve significant problems of a complex world.

**10.41.12** The primary purposes of this Policy are to: (1.) Provide clear guidelines for all parties involved in the creation, development, management, protection, commercialization, licensing and dissemination of intellectual property; (2.) Provide for an effective, efficient process to achieve positive outcomes for creators, Colleges, Institution, and society; (3.) Recognize, respect, and effectively manage all interests that may emerge from discoveries that have commercial or other valued outcomes and provide guidance for intellectual property protection and commercial development; (4.) Bring technology into practical use for the public benefit as quickly and effectively as possible, in a manner consistent with applicable law and policy; (5.) Facilitate the creation of appropriate public-private partnerships in order to achieve commercialization, utilization, and economic development; (6.) Encourage a broad array of mutually beneficial relationships with organizations outside the Institution to further develop discoveries made at the Institution, including: collaborative research; licensing of Intellectual Property (IP); and the establishment of companies and other entities specifically formed to commercialize IP created at the Institution; (7.) Develop a process to work integrally with the URI Research Foundation (referred to as URIRF) for the marketing and commercialization of Institution inventions and innovations and for fostering economic development in the State of Rhode Island.

**10.41.13** This Policy governs unless a specific policy or agreement provides otherwise.

**10.41.14** This Policy shall be administered in accordance with, and subject to, policies of the Institution concerning IP and its requirement under the Bayh-Dole Act and Federal and State Conflicts of Interest (COI), academic misconduct and other applicable laws and regulations.

**10.41.15** Any Creator of a Copyrightable Work, Invention, Trade Secret, Trademark, Tangible Research Property, or other IP should contact the Institution Office for Intellectual Property Management and Commercialization (IPMAC).

**10.42.10 General Intellectual Property Policy** (10.42.11 – 10.42.15).

**10.42.11** The Institution strongly encourages its faculty, staff, and others associated with the Institution to pursue formal protection and/or commercialization of all IP as a method of bringing recognition and/or remuneration to the Creators and the Institution.

**10.42.12** Intellectual Property may arise from the development of a new and useful process, device or apparatus, article of manufacture, design, composition of matter (including, but not limited to, a chemical compound, microorganism, nucleotide sequence, amino acid sequence, equipment, device, genetically engineered organism, and the like), plant, or related improvement, or a new use for a known material or device or related improvement. This class of IP will be considered as Patent IP, which includes patent applications and Plant Variety Protection. In addition, other intellectual property under the Copyright IP may include written material, spoken description, sketches, musical scores, sculptures, and paintings. Software code will be considered under Copyright IP and/or Patent IP. Trademarks will be considered separately under Trademarks IP. Any individual who is uncertain should contact the IPMAC Office and request guidance.

**10.42.13** Except as set forth herein, all rights to and interests in any IP resulting from research or investigation conducted in the course of the Creator's employment with the Institution (including, but not limited to, the performance of a grant, contract, or award made internally, by an extramural agency, or by a third party) or with the Creator's Significant Uses of the Institution's Resources shall be the sole and exclusive property of the Rhode Island Board of Education and its designee, unless specified otherwise by a prior written agreement. Unless approved by the Vice President for the Division of Research and Economic Development (DRED), no other person or entity shall have joint or shared rights of ownership or interest in such IP.

**10.42.14** The Creator will provide any and all required declarations, assignments, and other documents in the course of processing IP.

**10.42.15** Unless otherwise provided by law or a prior written agreement, this Policy applies to any IP made by the Institution's faculty, staff, students, trainees, volunteers or others if such IP is the result of: (1.) Any IP developed by or under the direction of any faculty, staff, or student, the cost of which was partially or wholly paid for with funds under the control of or administered by the Institution; and/or (2.) Any IP developed by the faculty, staff, students, trainees, volunteers, or others utilizing the Institution's facilities, laboratories, or other resources available to such faculty, staff, students, trainees, volunteers or others because of their status within the Institution.

#### **10.43.10 Patent Intellectual Property Policy (10.43.11 – 10.43.40)**

**10.43.11** Patent IP is defined as Intellectual Property arising from the development of a new and useful process, device or apparatus, article of manufacture, design, composition of matter (including, but not limited to, a chemical compound, microorganism, nucleotide sequence, amino acid sequence, equipment, device, genetically engineered organism, and the like), plant, or related improvement, or a new use for a known material or device or related improvement, or a new use for a known material or device. Patent IP will include a patent application and Plant Variety Protection. A Creator of Patent IP will be considered an Inventor under the Patent IP Policy.

**10.43.12** Patent IP conceived or developed in the furtherance of research or investigation conducted by the Institution's faculty, staff, students, trainees, volunteers, or others mentioned in 10.42.15, shall be promptly disclosed in writing to the IPMAC Office. After consultation with the IPMAC Office, the Inventor may be asked to complete and file an Invention Disclosure form provided by the IPMAC Office.

**10.43.13** All rights to and interests in any Patent IP arising in the course of research or investigation sponsored by the Institution, any government or private agency, or other sponsored research are controlled by the terms of the applicable IP agreement, which must be reviewed, negotiated, and approved by the IPMAC Office. In the absence of provisions to the contrary contained in any such research or investigation agreement or under federal law or regulations, the following shall apply (10.43.14 – 10.43.17):

**10.43.14** The Inventor has the right to: (i.) Receive notice of the Institution's intention to protect Patent IP or otherwise to retain title to the IP after the IP Disclosure is made to the Institution within six (6) months or as otherwise prescribed by laws; (ii.) Receive a share of any Licensing Revenue, such as licensing fees or royalties, received by the Institution from the commercialization of the Invention according to the appropriate Distribution Schedule contained in 10.43.18; and (iii.) Receive from the Institution title to any Patent IP subject to this Policy in the event the Institution elects not to retain the same.

**10.43.15** The Inventor is required to: (i.) Promptly file an IP Disclosure including the name of any co-Inventor; (ii.) Assign ownership of the Patent IP to the Board of Education and its designee; (iii.) Cooperate to the extent necessary as determined by the Institution in the reasonable delay of publication to allow for a timely submission of a patent application; (iv.) Cooperate in protecting any Patent IP; (v.) Participate in the defense of such patents during prosecution for interference or infringement; and (vi.) Assist with licensing or marketing efforts related to the Patent IP.

**10.43.16** The Board of Education and its designee has the right to: (i.) Assign its rights to the Inventor, up to and including full ownership, in any Patent IP subject to this Policy to which the Board of Education and its designee choose not to retain title; (ii.) Assign at any time by the President, or designee, the rights or interests of any Patent IP owned by the Board of Education and its designee to an Affiliated Foundation whereby the URIRF is the sole Affiliated Foundation recognized to receive Patent IP; or (iii.) Retain non-commercial research rights to any Patent IP developed by the Institution.

**10.43.17** The Institution is obligated to: (i.) Provide adequate resources to fulfill and meet the obligations in the Patent IP Policy and comply with the Bayh-Dole Act and other applicable laws; (ii.) Make faculty, staff, students, trainees, volunteers or others aware of the Patent IP Policy and of any ongoing agreements with external sources to evaluate and/or market such IP; (iii.) Determine, after the IP Disclosure is filed, whether the Institution chooses to retain title and to protect the Patent IP and give notice of Institution’s intention to protect the Patent IP to the Inventor within six (6) months or as otherwise prescribed by laws; (iv.) Expedite formal Patent IP protection procedures; and (v.) Distribute Licensing Revenue received by the Institution for any Patent IP according to the appropriate Distribution Schedule contained herein.

**10.43.18** The distribution of royalties and other licensing revenue, such as licensing fees, milestone payments or equity, received by the Institution or URIRF for exclusive licenses or assignments shall be distributed according to the following considerations. There are numerous interests involved in connection with research and innovation performed at the Institution, including the researcher and Inventor; the Institution; the general public whose taxes and gifts support the Institution; and outside entities that provide support. Subject to restrictions arising from obligations of the Institution or URIRF pursuant to gifts, grants, contracts, or other agreements with outside organizations, the Institution or URIRF agrees, for and in consideration of the licensing or assignment of Patent IP rights, to pay Cumulative Net Royalties according to the Distribution Schedule below for Patent IP licensed or assigned by the Institution or URIRF.

**Patent IP Distribution Schedule**

Cumulative Net Royalties	Inventor	College	URIRF
\$25,000 or less	40%	30%	30%
Above \$25,000	35%	32.5%	32.5%

When there are two or more Inventors, each Inventor shall share equally in the Inventor’s share of Cumulative Net Royalties, unless all Inventors have agreed in writing to a different distribution of such share. Likewise, where there are two or more Colleges involved, each College shall share equally unless otherwise agreed in writing. The VP DRED shall have final authority in resolving disputes between Inventors and Colleges as to the sharing of royalties between them.

**10.43.19** Cumulative Net Royalties received by the URIRF and the Colleges must be used to support research and to further the development, commercialization and/or protection of any IP. To this end, the Institution shall reward its employees for creating Patent IP and participating in commercialization activities, assist faculty and staff in the commercialization of their products, support related programs, support additional research in the laboratories and programs that generated the Patent IP, and support the protection of new discoveries.

**10.43.20** The Inventor obligations under section 10.43.15 and Institution obligations under section 10.43.17 do not terminate upon separation of employment from the Institution.

**10.43.21 Intellectual Property Protection Procedure.** Unless otherwise indicated, the VP DRED, or designee, is responsible for the administration of this Policy. The IPMAC Office is responsible for the administration of the Patent Protection Procedure, the oversight of financial rights, negotiations and for management of Patent IP records. This Patent

Protection Procedure serves as a guide to the Institution community in meeting the disclosure and reporting requirements of the Institution, Board of Education, and cooperating agencies.

**10.43.22 Intellectual Property Agreement Review.** Prior to executing any contract that binds the Institution or one or more Inventors with regards to Patent IP, such contract will be submitted to the IPMAC Office, which may consult with the Institution General Counsel, to ascertain that IP clauses in sponsored projects are acceptable to the principal investigator and the Institution and are consistent with policies of the Board of Education, and if appropriate, with federal law. Such agreements include confidentiality, non-disclosure, material transaction, consulting, and like agreements containing provisions for proprietary information and contractor sponsored research or development, licensing, or like agreements containing provisions for any Patent IP.

**10.43.23 Documentation and Tracking.** Inventors are responsible for recording and maintaining the discovery records of all potentially patentable discoveries derived through Institution activity. Subject to America Invents Act effective March 16, 2013, bound, dated, witnessed documentation is the encouraged method for maintaining such records. Inventors shall discuss with the IPMAC Office the proper method for maintaining records.

**10.43.24 Intellectual Property Disclosure.** An Inventor shall meet with the IPMAC Office and disclose the actual or prospective Patent IP at the earliest possible time after its creation. After consultation with IPMAC Office, the Inventor may be asked to complete and submit an Invention Disclosure describing the Invention. In the case of Inventions, the Inventor is encouraged to submit an IP Disclosure to the Institution at least ninety (90) days prior to any enabling Public Disclosure. An Invention Disclosure should be made on a form provided by the IPMAC Office or prepared in conjunction with the IPMAC Office. If the Invention Disclosure is deemed adequate, the IPMAC Office will assign a unique Institution identifier. The IPMAC Office will have sole discretion to determine whether the IP Disclosure is sufficient. If not on file, the Inventor shall assign ownership rights to the Board of Education and its designee. Upon receipt of an Invention Disclosure, the IPMAC Office will notify within a reasonable period of time, if necessary, the appropriate federal agency providing grant support of the Disclosure, in compliance with 37 CFR Part 401 and 35 U.S.C. sections 200-212.

**10.43.25 IPMAC Office Evaluation.** The IPMAC Office will review each Invention Disclosure before committing Institution resources or other funds in the pursuit of a patent, protection of a trade secret, protection of copyright or any other form of protection of any IP. Such an evaluation should consider all aspects of any IP, prior art search and assessment, market potential, prospective licensees, financial return, obligations to sponsoring parties, and other factors impacting the investment of time and funds to complete the IP protection process. This review may entail the commissioning of market, patentability, or similar studies at the sole discretion of the IPMAC Office. Upon review, the IPMAC Office will advance Invention Disclosure to the IP Committee for review, unless additional research or investigation is required.

**10.43.26 Intellectual Property Committee Review.** The IP Committee (IPC) will review the Patent IP with the Inventor and make one of three recommendations. If necessary, the IPC will prioritize the filing patent applications in the case of an Invention. The three recommendations are: accept to protect IP; provisional acceptance pending additional work or review of prior art; or return rights to the Inventor.

**10.43.27 Notification of the College.** The recommendation of the IPC will be submitted to the Dean of the Inventor College for review. The Dean may agree with the recommendation or disagree with the recommendation. If the Dean disagrees with the recommendation to protect the Patent IP, then the URIRF may pay for all the Patent IP costs and the Colleges will not receive any royalty distribution. If the Dean disagrees with returning the IP rights to the Inventor, then the College may be responsible for all IP costs, unless the URIRF agrees to share 50% of the IP costs with the College. In the case where the College pays all patent costs, it will receive the URIRF Cumulative Net Royalties share.

**10.43.28 Final approval by the VP DRED.** Upon determination that the Institution will not pursue protection of IP, and no later than six (6) months after receipt of the Invention Disclosure, all rights in the IP will be returned to the Inventor. The Institution shall execute one or more assignments to the Inventor to effect this reversion.

**10.43.29 Patent IP Application.** Upon approval by the Institution to pursue protection of an Invention, the IPMAC Office will: (i.) Notify, if necessary, the appropriate federal agency of the Institution's desire to retain title to the invention; (ii.) Work with Inventor to file a patent application or Plant Variety Protection Act (PVP) under the US Dept. of Agriculture on the Invention; and (iii.) File a patent application either directly or with an external service provider within the appropriate period.

**10.43.30 Intellectual Property Costs.** The Institution shall be responsible to pay an annual amount toward the total annual cost of Patent IP protection and maintenance. For Patent IP costs greater than the Institution's annual allocation, URIRF and the Colleges will equally share the costs for the year as follows. In a fiscal year, Colleges having 5 or more patent applications in prosecution or issued patents will pay at rate of 1 unit. Colleges having 1-4 patent applications in prosecution or issued patents will pay at rate of 0.2 unit. The College's share for the fiscal year will be determined by dividing a College's unit by the sum of all units in that year times one-half of the unpaid Patent IP costs.

**10.43.31 Documentation.** As necessary to protect the interests of the Inventor and the Institution, and as allowed by law, the records supporting IP protection and appropriate documents with any commercialization organization will be maintained as confidential. The official IP file shall contain the following items, if applicable: (i.) Documentation identifying the sources of funds used to cover costs; (ii.) The costs of Patent IP protection and maintenance (in the event that a third party reimbursed for prosecution or related IP costs, the Institution's costs will be reduced accordingly); (iii.) Contract or grant terms and conditions under which the IP was conceived or developed; (iv.) Initial records of invention (i.e. notebook references, drawings, sketches, etc.) and formal records of invention required by sponsors; (v.) IP Disclosure documents submitted by the Inventor; (vi.) Assignments and other agreements relating to the transfer of ownership; (vii.) Documentation of the recommendation of the IPC and the written notice by the VP DRED to either protect the Patent IP rights or to return the Patent IP rights to the Inventor and the cost of Patent IP protection; (ix.) Patent IP application(s), as filed; (x.) Any agreements related to the licensing of the Patent IP rights; (xi.) Issued or registered Patent IP rights; (xii.) Licenses, equity positions, or other commercialization documents or agreements that specify the financial returns to the Institution or URIRF; (xiii.) Documentation reflecting abandonment of any Patent IP by the Institution, as well as any agreements transferring title back to the Inventor.

**10.43.32 Commercialization.** Upon the decision to pursue commercialization of Patent IP, the IPMAC Office or URIRF shall outline a commercialization plan in cooperation with the Inventor. The commercialization may include licensing to a company including licensing to a company started by the Inventor.

**10.43.33 Intellectual Property Assignment and/or Licensing (10.43.33-36).** At any time subsequent to the disclosure of Patent IP to the Board of Education or its designee, the rights, title and/or interest therein may be licensed or assigned to one or more third parties. In the case of assignments, only the President of the Institution, or a designee, may sign appropriate documentation affecting the same.

**10.43.34** The Institution authorizes the IPMAC Office to establish a means of administering and managing the Institution's Patent IP assets that (1) expedite their commercialization, (2) provide means for the defense of Patent IP, (3) maintain the secrecy of Patent IP when necessary, and (4) provide financial returns to the Inventor and the Institution. For commercialization of Patent IP not assigned to URIRF, the IPMAC Office will be responsible for negotiating and approving all agreements relating to the assignment of Patent IP rights. Authority to sign licensing or like agreements on behalf of the Institution shall be vested in the IPMAC Officer and the VP DRED, and their designees.

**10.43.35** At its sole discretion, the Board of Education or its designee may assign or transfer ownership rights in Patent IP to the URIRF, in which case URIRF will assume obligations under 10.43.10 – 10.43.40, as appropriate, and provide timely documentation to the Institution in addition to complying with any formal agreement between the Institution and the URIRF. (A.) The URIRF may request that the Board of Education or its designee transfer specific Patent IP rights for patenting and commercialization activities. Such a request should be in writing and made to the IPMAC Office. (B.) When appropriate, the Institution and URIRF will have confidentiality agreements to cover the exchange of information. (C.) If the Patent IP was supported directly or indirectly by a federal agency, prior to assignment the Institution will obtain documents showing that the Patent IP has been assigned to the Board of Education or its designee by the Inventor and the Institution has disclosed and elected to retain title therein to the supporting agency. (D.) If URIRF funds commercialization, product development, and/or research at the Institution for the advancement of Patent IP, the Institution shall not charge any indirect cost rate unless agreed otherwise. (E.) Upon transfer of Patent IP to an URIRF, the Institution will provide copies of all Patent IP documents to the URIRF, including original file wrappers, agreements, and related documents. (F.) When the Board of Education or its designee has transferred Patent IP to an URIRF, subject to restrictions arising from obligations of the Institution pursuant to gifts, grants, contracts, or other agreements with outside organizations, URIRF will, for and in consideration of the assignment of Patent IP rights, pay Cumulative Net Royalties under the Distribution Schedule given in 10.43.18.

**10.43.36** It is the responsibility of the employee and College to provide the IPMAC Office or URIRF with any and all relevant IP agreements, which include consulting, confidentiality, material transaction (MTA), licensing and research agreements, to ensure that the terms of the agreement with third parties do not conflict with their commitment to the Institution. Each employee shall make the nature of the employee's obligations to the Institution clear to any third party

for whom the employee expects to consult. Specifically, the scope of the consulting service must be distinguished from the scope of research commitment to the Institution. This subsection shall comply with and be subject to any Federal, State or Institutional laws or policies regarding Conflict of Interest.

**10.43.37 Formation of New Company with Inventor as an Owner.** After transferring rights to the URIRF, the URIRF may license or assign, if the assignment has been transferred, the IP rights to the New Company owned by the Inventor in exchange for licensing fees and royalty or an equity share in the New Company. (i.) The Inventor will be required to undergo a Conflict of Interest evaluation by the Institution and, if necessary, receive approval by the Board of Education. (ii.) In the case where URIRF has an equity share in the New Company, URIRF share will be at least 10% unless agreed otherwise. (iii.) The Inventor will be allowed to choose between an equity ownership of the Company or a Distribution Share of the Cumulative Net Royalties received from the New Company but not both. In the event that the Inventor forgoes receiving a Distribution Share of the Cumulative Net Royalties, URIRF and the College will receive 50% of Cumulative Net Royalties.

**10.43.38 Cumulative Net Royalties Distribution.** Unless assigned to an URIRF, the IPMAC Office will be responsible for the collection of all Licensing Revenue and the payment of all Costs of Patent IP Protection and the distribution of Cumulative Net Royalties under section 10.43.18 upon approval by the VP DRED. In the case of IP assigned to URIRF, URIRF will distribute Cumulative Net Royalties as set forth in under section 10.43.18. Documentation of the distribution of licensing revenue to the Inventor, Institution, any cooperating agencies, and other parties will be provided upon request by the IPMAC Office or URIRF.

**10.43.39 Intellectual Property Documents.** The IPMAC Office shall maintain a filing and storage system for all original Patent IP documents and any and all IP agreements that is consistent with Institution's record retention policy.

**10.43.40** URIRF may not enter into an agreement to sell, transfer, or otherwise dispose of any ownership rights in Patent IP to any third party without the express, written permission of the President of the Institution or the Board of Education, unless IP rights have been transferred to URIRF. Any request for such permission shall include, at a minimum, a comprehensive description of the asset to be transferred, the identity of the proposed transferee, a statement of the purpose of the proposed transaction, and a statement of the benefit to the Institution to be derived from the proposed transaction.

#### **10.44.10 Copyright Intellectual Property Policy (10.44.11 – 10.44.18).**

**10.44.11** Except as otherwise explicitly provided under this Policy or a Copyright Agreement, an employee who creates a Work shall be deemed to acquire copyright ownership of the Work, unless Significant Use of Institutional Resources is made. Under the Copyright IP Policy, Works may include written material, software, code-spoken description, sketches, musical scores, sculptures, and paintings and a Creator of the Work will be considered an Author. In keeping with this Policy and with academic custom, except as otherwise provided under this Policy, the Institution shall forever disclaim its copyright ownership in a Work for Hire in favor of the Author, and when deemed necessary, the Board of Education or its designee shall execute one or more assignments conveying such copyright ownership to such Author.

**10.44.12** Copyright ownership of Work developed as a result of Work supported partially or fully by an outside agency through a contract or grant shall be determined in accordance with the terms of the contract or grant. In those cases in which copyright ownership is vested in the Board of Education or its designee, the Institution shall have the first option to secure copyright in the name of the Institution. Should the Institution decide, in writing, not to secure copyright, the employee then may proceed to personally secure the copyright. The Board of Education or its designee shall then execute one or more assignments conveying such copyright ownership to such Author.

**10.44.13 Self-initiated Mediated Courseware.** When an employee develops Mediated Courseware without specific direction by the Institution, unless otherwise agreed, the ownership of copyright in the Mediated Courseware shall be deemed to vest in the employee. In the case that such Mediated Courseware is a Work for Hire by a third party, the Institution shall forever disclaim its copyright ownership in favor of the Author, and when necessary, the Board of Education or its designee shall execute one or more assignments conveying such copyright ownership to such Author. Normally, no royalty, rent, or other consideration shall be paid to the employee when that Mediated Courseware is used for instruction at the Institution and such Mediated Courseware shall not be used or modified without the consent of the employee. While the Author is employed by the Institution, the Mediated Courseware shall not be sold, leased, rented or otherwise used in a manner that competes in a substantial way with the for-credit offering of the Institution unless approved by the Provost and Vice President for Academic Affairs of the Institution. The Institution shall have a perpetual,

non-exclusive, royalty-free right to use such courseware for archival research purposes. In the event that Significant Use of Institution Resources are used to develop or improve Mediated Courseware, the Author shall be required to obtain approval to use the Mediated Courseware outside of the Institution and the provisions of section 10.44.12 of this Policy shall apply.

**10.44.14 Institution-directed Mediated Courseware.** When the Institution directs in a written employment contract or Copyright Agreement the creation of specific Mediated Courseware, copyright in the resulting Mediated Courseware belongs to the Board of Education or its designee and the Institution shall have the exclusive right to revise it and decide who will utilize the Mediated Courseware in instruction. Pursuant to this subsection, insofar as the Mediated Courseware is a Work for Hire, the Board of Education or its designee shall retain copyright ownership. Development of Institution-directed Mediated Courseware shall be reported to appropriate administrator(s) at the Institution.

**10.44.15** Unless otherwise specified by this Policy, the Licensing Revenue received in excess of \$10,000 as a result of copyright ownership by the Board of Education or its designee will be disbursed as follows; 60% to the Author, 20% to the College and 20% to URIRF.

**10.44.16** When the Author creates a Work involving Significant Use of Institutional Resources and if the Licensing Revenue is in excess of \$10,000, the following steps should be followed to determine Copyright Ownership between the Author and the Board of Education or its designee: (1.) The Author will initiate the process by delivering a copy of the Work and complete and submit the completed Intellectual Property Disclosure to the IPMAC Office. (2.) The IPC will make a recommendation regarding Copyright ownership to VP DRED. (3.) If the Board of Education or its designee has Copyright ownership, then a Copyright Agreement will be entered into between the Author and the VP DRED on behalf of the Institution or URIRF.

**10.44.17** Only if requested, shall the Institution be responsible for copyright registration of Work owned by the Board of Education or its designee, and for administering contracts with its Author, including the responsibilities associated with maintaining records for copyright registration, royalty collection and distribution, marketing, and such other actions as are appropriate. The Institution and the Author shall cooperate in the pursuit of copyright protection. In all other cases, the Author will assume the responsibilities associated with maintaining records for copyright registration, royalty collection, marketing, and such other actions as are appropriate.

**10.44.18 Thesis and Dissertation Copyright Ownership.** The rights in copyright for theses and dissertations produced as part of a University degree requirement shall belong to the student preparing the material. A student must, as a condition of the award of any degree, grant a royalty-free license or permission to the University and any outside sponsor, if appropriate, to reproduce, publicly distribute on a non-commercial basis, copies of student project reports, theses, or dissertations which would include any software developed as a part of the student project. #15-16-1

#### **10.45.10 Trademark Intellectual Property Policy (10.45.11 – 10.45.16)**

**10.45.11** The URIRF or the Board of Education or its designee shall be listed as the owner of any trademark or service mark for which an application for registration is filed, unless an agreement is to the contrary. Trademarks and service marks shall be filed, prosecuted, registered, and maintained by the Institution at the Institution's expense.

**10.45.12** The URIRF's or the Institution's preference will be to secure federal trademark and service mark registrations, but the Institution reserves the right to secure one or more state registrations.

**10.45.13** The URIRF or the Board of Education or its designee may license to a third-party rights in one or more trademarks or service marks owned by the Board of Education or its designee. Any such license must at minimum reserve to the URIRF or the Institution, the express right to monitor and supervise the use of the mark by the licensee.

**10.45.14** Trademarks developed by faculty, students, staff or others of the Institution shall, where practicable, be treated in the same manner as other forms of IP. In order to be recognized as a Creator of a trademark, one or more faculty members, students, or staff or others must submit a written statement of creation to the IPMAC Office, preferably before the mark is first used by the Institution but no later than six (6) months after an application to register the mark is filed by the Institution. A statement of creation must set forth the identity and contact information of each Creator, a detailed description of the mark, the circumstances of the creation, and the goods and/or services of the Institution to which the mark applies or could apply. A separate statement must be submitted for each mark.

**10.45.15** Revenue generated through commercialization of goods or services, including technology, under one or more trademarks owned by the Board of Education or its designee that is attributable solely to such trademark(s), such as trademark licensing fees and royalties, shall be deemed Cumulative Net Royalties and distributed under the Copyright Intellectual Property Policy, 10.44.15, for purposes of this Policy.

**10.45.16** In no instance, and regardless of ownership, may the Institution's Trademarks or identity be used, expressly or impliedly, in connection with the endorsement of any Trademark IP. For purposes of this subsection, "identity" shall include full or partial names or identifiers, physical addresses, Internet or web addresses, trademarks, service marks, logos, emblems or seals. Assignments, license agreements, and other transfers of rights or ownership in any Trademark IP to third parties shall include this limitation.

**10.46.10 Definitions.** Sections 10.46.11 – 10.46.36 contain definitions/explanations of many terms used in the preceding Intellectual Policy segments. The terms are arranged in alphabetical order.

**10.46.11 "Affiliated Foundation":** An Affiliated Foundation is a third party organized as a nonprofit entity as described in section 501(c)(3) of the Internal Revenue Code of 1986, that has as one of its primary functions the management of Institution IP and that receives Licensing Revenue and gifts, and supports or promotes the Institution or Institution research under 37 CFR Part 401 and 35 U.S.C. sections 200-212. URI Research Foundation (referred to as "URIRF") is the sole Affiliated Foundation, unless deemed otherwise by the Board of Education or its designee.

**10.46.12 "Author":** A person who creates a Copyrightable Work.

**10.46.13 "Copyright Agreement":** A written and signed agreement between the Author and the Institution that explicitly defines: the ownership of the Copyrightable Work, any control rights in cases of Mediated Courseware, any reimbursement for Significant Use of Institutional Resources, and/or the sharing of royalties.

**10.46.14 "Copyrightable Work" or "Work":** An original Work by an Author which has been fixed in a tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, journals, software, computer programs (including source code), musical Work, dramatic Work, videos, multimedia products, sound recordings, pictorial and graphical Work, etc. Any Copyrightable Work that is also an Invention shall be governed by the Patent Intellectual Property Policy. A Work may be the product of a single Author or a group of Authors who have collaborated on a project. See also Intellectual Property.

**10.46.15 "Costs of IP Protection":** The expenses incurred by the Institution in conducting the research and in procuring, protecting, preserving, maintaining, and licensing IP and related rights. This includes the costs of securing patent, copyright, or trademark protection in the United States and any foreign jurisdiction.

**10.46.16 "Creator":** A person who contributes to the development of IP at the Institution in a significant manner and who under this Policy is entitled to the distribution of proceeds from commercialization. For purposes of this Policy, wherever practicable, Creator shall be deemed to include the estate of any deceased person.

**10.46.17 "Cumulative Net Royalties":** The cumulative lifetime gross revenues obtained from royalties, licensing or assignment fees, and/or the proceeds from the sale of equity, and/or the direct proceeds from the Institution's practicing its own IP, less the expenses incurred by the Institution in procuring, protecting, preserving, and maintaining IP rights, including legal fees associated with the IP, fees for patentability searches, fees arising out of litigation, fees for legal advice, or any fees or costs directly attributable to the IP being licensed. Marketing and indirect costs, overhead, or other Institution costs usually associated with operation of the Institution and not directly attributable to the IP will not be deducted from gross revenues.

**10.46.18 "Entrepreneurial Leave":** Creators may request entrepreneurial leave to pursue their leadership role in a new company formed to commercialize their invention into a product.

**10.46.19 "Institution":** The University of Rhode Island.

**10.46.20 "Intellectual Property" or "IP":** Collectively, all forms of property created by the mind including, but not limited to, Inventions, Trade Secrets, Processes, Business and Technical Know-how, Copyrightable Works, Trademarks and

Service Marks, and Tangible Research Property. Unless indicated otherwise, IP refers to properties owned by the Board of Education or its designee.

**10.46.21** “Intellectual Property Committee”: A committee convened by the Institution under the guidance of its Vice President for DRED for purposes of reviewing and evaluating IP Disclosures.

**10.46.22** “Intellectual Property Disclosure”: A written document that allows one skilled-in-the-art to fully understand and practice, apply and/or commercialize IP.

**10.46.23** “Intellectual Property Management and Commercialization Office” or “IPMAC Office”: The office having responsibility for the office of IP Management and Commercialization at the Institution or, where appropriate, its designee.

**10.46.24** “Invention”: A process, method, discovery, device, plant, composition of matter, know-how, or other invention that reasonably appears to qualify for protection under United States patent law (including, but not limited to, utility patent, plant patent, design patent, certificate of Plant Variety Protection, etc.), whether or not actually patentable. This includes software that may also be a Copyrightable Work. An Invention may be the product of a single Inventor or a group of Inventors who have collaborated on a project.

**10.46.25** “Inventor”: An individual who contributes to the conception of an Invention under U.S. patent law and who is identified as such on the licensed patent, patent application or unpatented technology. In the case of a patent or patent application, according to U.S. patent law, an Inventor’s contribution must be applicable to at least one claim. For purposes of this Policy, wherever practicable, Inventor shall be deemed to include the estate of any deceased person who otherwise qualifies as an Inventor.

**10.46.26** “Licensing Revenue”: Revenue derived from any agreement licensing or assigning IP rights to a third party in exchange for payment of licensing fees, research fees, milestone fees, sponsored research or development, royalties, equipment, equity, or like-in-kind payments. Licensing Revenue may be received by the Institution or URIRF.

**10.46.27** “Mediated Courseware”: Teaching aids or instructional assets created and/or deployed electronically. Mediated Courseware may incorporate text, graphics, video, and audio elements. Examples of such materials include, but are not limited to, hypertext modules, simulation software, web sites, and databases containing numbers, images, or text.

**10.46.28** “Patent Protection Procedure”: The procedure established under section 10.43.21 – 10.43.33 for review of IP Disclosures by the Institution.

**10.46.29** “Public Disclosure”: The description of an Invention in a printed publication, a patent application or at a conference, meeting, or other public gathering, in the United States or any other country, a sale or offer to sell an Invention, use of the Invention, other than as part of experimental use, in the United States, or disclosure to any person who is not required to maintain the Invention’s confidentiality. A Public Disclosure is “enabling” when it permits a person having ordinary skill in the art to which it pertains to practice the Invention without undue experimentation.

**10.46.30** “Rhode Island Board of Education”: Chief policy setting body overseeing K-20 education in Rhode Island.

**10.46.31** “Significant Use of Institutional Resources”: An Author’s use of other employees’ time or Institutional facilities or equipment that appreciably increases the Institution’s costs beyond those normally incurred in support of an employee in the Institution. Significant Use does not include the normal use of Institutional employees’ time, facilities, or equipment commonly available to faculty, staff, or the public, such as libraries, Internet access, office space, office equipment, computers, and/or office supplies, unless otherwise specified in a written agreement.

**10.46.32** “Tangible Research Property”: Tangible items produced in the course of research including, but not limited to, such items as biological materials, engineering drawings, integrated circuit chips, computer databases, prototype devices, circuit diagrams, and equipment. Individual items of Tangible Research Property may be associated with one or more intangible properties, such as Inventions, Copyrightable Work, and Trademarks. An item of Tangible Research Property may be the product of a single Inventor or group of Inventors who have collaborated on the project.

**10.46.33 “Trade Secret”:** Information, including a formula, pattern, compilation, program, device, method, technique or process, that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. See also Intellectual Property.

**10.46.34 “Trademark” (including Service Mark):** A distinctive word, design, or graphic symbol, or combination word and design, that distinguishes the goods and services of one party from those of another and identifies these goods and services, such as names or symbols used in conjunction with plant varieties or computer programs, or the Institutional names, logos, or derivatives thereof. See also Intellectual Property.

**10.46.35 “Vice President for Division of Research and Economic Development” or “VP DRED”:** The individual holding the office of Vice President for Division of Research and Economic Development at the Institution or, where appropriate, his or her designee.

**10.46.36 “Work for Hire”:** Defined pursuant to federal Copyright Law which includes a Work prepared by employees (staff, faculty, or student) within the scope of their employment, or a Work created pursuant to a written agreement by third party identifying the Work as a Work for Hire. Unless a Copyright Agreement provides otherwise, software created by employees within the scope of their employment and not treated as Mediated Courseware under sections 10.44.10 – 10.44.17 of this Policy shall be treated as a Work for Hire.

**10.47.10 Applications for Research Grants and Contracts.** All applications for Research Grants and Contracts must be signed by the Vice President for Research and Economic Development or the Vice President for Administration and Finance or their respective designees. At least one such signature must carry full Board authority to contract for the University of Rhode Island.

**10.48.10 Application for Grants or Gifts which have Academic Implications.** When a grant or gift proposal is initiated, the principal investigator, department chairperson, and academic dean are responsible for reviewing the proposal and bringing to the attention of all appropriate parties any elements which imply or specify commitments which exceed their authority or fall within the purview of the Faculty Senate.

**10.49.10 Sponsored Research.** Scholarly activity supported wholly or in part by third parties is hereby defined as sponsored research for the purposes of section 10.49.11.

**10.49.11 Graduate Students Engaged in Sponsored Research.** The Dean of the Graduate School is the only person authorized to approve those terms in any agreement with third parties that place restrictions on graduate students engaged in sponsored research. The University will not honor any such agreements made without authorized approval, and faculty engaged in unapproved agreements will consequently assume any and all resultant liabilities as individuals.

**10.50.10 Publication.** The University shall have exclusive rights to publish the results of all investigations conducted by members of the University staff as part of their assigned duty, in whatever form is considered desirable. By written agreement, publication may be deferred at the request of a collaborating party for a period, depending upon the requirements of public interest.

**10.60.10 Employee Injury Claims.** Any employee injured on the job during the course of his/her employment shall promptly report this information to the office of Human Resource Administration on the prescribed Workers’ Compensation injury forms. All injuries shall be reported whether or not immediate medical treatment is obtained. Employees are allowed to seek medical attention from any physician of their choice.

**10.61.10 Use of Buildings.** No person other than a faculty member shall have the use of laboratories or classrooms outside of scheduled hours except with written permission of the chairperson of the department concerned.

**10.62.10 News and Public Information.** It is the policy of the University to distribute news and public information about campus activities, policies, and procedures to broad audiences through the URI Office of Communications and Marketing. The purpose of this centralization of public information activities is to permit an orderly flow of information and fair treatment of all media. In order to do this work, professionally-trained personnel are employed who have the equipment, background information, and the day-to-day experience necessary to service the press, radio and television, online media outlets, and other groups requiring authoritative information. The office is also responsible for the marketing and branding of the institution, and is the central clearinghouse for external advertising, website development,

and social media coordination in order to ensure consistency with brand messaging and guidelines. Administrative Report September 2015

**10.62.11** It is also the policy of the University to encourage administrative officials, and faculty, when contacted by Communications and Marketing, to answer questions regarding their areas of responsibility and expertise, since these persons have the detailed data and experience necessary for a full understanding of the subject. When there are questions beyond their scope of responsibility, or questions about University-wide policies, University personnel are requested to notify their immediate superiors, the Vice President of their division, and work with the Director of Communications and Marketing, who may seek assistance from the President of the University or such other persons as he/she deems necessary to answer questions. Disciplinary, personnel, and confidential matters, the disclosure of which might be detrimental to the individuals or to the orderly process of the University, should be referred to the Director of Communications and Marketing. Administrative Report September 2015

**10.62.12** With regard to the relationship between the University's police and press, the Director of Security and the Director of Communications and Marketing exercise supervision over the distribution of information in keeping with established policies. The University will not report information when premature disclosure would prevent the apprehension of persons suspected of being involved in criminal acts where such disclosure would hamper police officials in the prosecution of a case before the courts.

**10.62.13** Conduct in violation of University regulations, which is not in violation of the laws of the external community, is proscribed by the University and is disciplined by the University because it interferes with the University's basic objectives. The University generally will not release information about disciplinary action taken by the University against a student, faculty or personnel for violation of these regulations.

**10.70.10 Policies on Fund Raising.** The University encourages private giving to help meet its needs. The URI Foundation, an independent 501c3, is charged with conducting and administering all fundraising activities on behalf of the University. All University personnel seeking to solicit money, foundation grants, equipment, or any other forms of private support in the name of the University shall first consult with their dean or director who shall consult the unit liaison with the URI Foundation President for discussion and/or approval of the proposed fund raising procedures and the potential donors who will be contacted. For additional information about the URI Foundation, please visit the website: <http://www.urifoundation.org>

The URI Research Foundation is not associated with the URI Foundation (see 3.50.10 – 3.50.21 for information about the Research Foundation). Administrative Report September 2015

**10.72.10 Procedure for Revisions to the Distribution of Facilities and Administrative (Overhead) Funds.** At the beginning of each fiscal year, a Committee for Review of the Distribution of Facilities and Administrative (Overhead) Funds (By-Laws 4.45) shall convene to review procedures and distribution of Facilities and Administrative funds (research overhead funds). The review shall: a) evaluate the current expenditure and distribution plan with regard to URI's changing needs and resources; b) examine, as desirable, F&A distribution plans at other peer public research institutions; c) produce a report including, as appropriate, any recommendations for changes in distribution to be considered for implementation in the subsequent fiscal year. #12-13-15, #17-18-23

**10.72.11** The Committee shall be chaired by the Chair of the Committee for Research and Creative Activities. The Committee shall consist of all members of the Committee for Research and Creative Activities and one designee each of the President, the Provost, and the Vice President for Administration and Finance. The Vice President for Research and Economic Development may be an ex-officio, non-voting member of the subcommittee. #12-13-15 #16-17-7, #17-18-23

**10.72.12** Specific arrangements proposed for centers or projects must be reviewed and approved by the Vice President of Research and Economic Development after consultation with the President, PIs, Provost, and appropriate deans, directors and chairs. Such arrangements shall be in writing, be presented to the Committee, and have a defined term (no more than three years) after which they shall be reviewed and, if appropriate, re-established or renegotiated. #12-13-15, #17-18-23

**10.72.13** Entities receiving F&A funds shall make a full and accurate accounting of how funds were spent during the prior fiscal year, including all sponsored projects administration (SPA) expenditures. These reports shall be submitted by October 1 of each year to the Controller by all university units that have expenses related to F&A funds. The Controller will review to ensure reports are reconciled with audit statements. #12-13-15

**10.72.14** During the review process, a draft of the report shall be made available to faculty for a minimum 2-week comment period. The Committee shall consider these comments in production of their final report, which shall be submitted to the Committee for Research and Creative Activities to forward to the Faculty Senate Executive Committee, the President, Provost, Vice President of Research and Economic Development, and Vice President of Administration and Finance no later than January 31 for review, discussion, and approval, and then is subject to final approval by the President. The President shall submit an annual report to the Board and the Faculty Senate on the use of indirect cost recovery funds and any changes in the distribution of funds for the coming year. #12-13-15, #17-18-23

**10.80.10 Budget Process.** The Vice President for Administration and Finance shall publish and make available to all faculty a calendar showing key dates for the annual budget process which affect all faculty, department heads and deans.

**10.80.11** Department chairpersons shall solicit faculty participation in the budget process of the department. Administrative Report September 2015

**10.80.12** If the majority of the faculty in an individual department or unit so chooses, it shall establish annually a small budget task force to assist the department or unit in analyzing needs and projected requirements. The task force shall also make recommendations to the chairperson on priorities regarding budgetary needs as well as in the allocation of funds in the existing budget.

**10.80.13** The Vice President for Administration and Finance shall make available in the University Library two copies of the budget request as submitted to the Board of Education when finalized for a given fiscal year.

**10.90.9** The Administrator Evaluation Coordinator (see Section 4.4, By-Laws of the Faculty Senate), or AE Coordinator, shall contact the Provost or the President, as appropriate, each March to plan for administrator evaluations for the following academic year. Administrator evaluations are carried out as described in sections 10.90.10-10.90.17. After identifying the administrators to be reviewed for the following academic year, the AE Coordinator shall schedule a meeting with the administrators to be reviewed. The initial meeting shall include the administrator's supervisor. The purpose of the initial meeting is to provide an orientation to the review process. The AE Coordinator will act as a facilitator for the process. #13-14-26

**10.90.10 Faculty Evaluation of Administrators.** The purpose of Administrator Evaluation is to conduct a faculty performance review of administrators, using a well-defined procedure as outlined in the University Manual. The performance review includes input obtained through use of an electronic survey completed by the administrator's constituency group. The electronic survey results are summarized, documented, and shared with the administrator and the administrator's supervisor. The review results provide administrators with critical feedback from their constituency to help them improve and excel in their positions and/or identify problem areas that must be addressed. The review results provide important information to the administrator's supervisor within the timeframe for a decision on the reappointment of the administrator and establishment of goals and objectives for the new contract period. #07-08-4, #13-14-26, #18-19-33

**10.90.11** The President, the Provost and Vice President for Academic Affairs, the Vice President for Research and Economic Development, the Chief Information Office, the Vice Provost for Faculty Affairs, the Deans of: the Alan Shawn Feinstein College of Education and Professional Studies, the College of Arts and Sciences, the College of Business, the College of Engineering, the College of the Environment and Life Sciences, the College of Health Sciences, the College of Nursing, the College of Pharmacy, the University College for Academic Success, the Graduate School, the Graduate School of Oceanography, and of the Library are subject to faculty evaluation. The evaluation shall be scheduled during the academic year immediately preceding the consideration of reappointment of each administrator. Administrators must be reviewed through this process prior to their reappointment. #07-08-4, #13-14-26, #18-19-33

**10.90.12 Electronic Survey.** The administrator evaluation process is based in part on peer reviews, which are a fundamental practice in academia. Therefore, objective and balanced evaluations are necessary for an effective review process. Each member of an administrator's constituent group shall be invited to participate through an electronic survey which will include an open-ended comment section allowing for submission of written comments. The AE Coordinator shall be responsible for overseeing and coordinating the entire evaluation process for all administrators. The AE Coordinator shall request and receive a copy of the administrator's job description, curriculum vita, and statement of accomplishments since her/his initial appointment or last review date. The documents provided by the administrators under review shall be distributed by the AE Coordinator to their constituencies. The survey responses shall be handled

confidentially by the AE Coordinator. Participation in the review of administrators including the electronic survey is an optional activity. #07-08-4, #13-14-26

**10.90.13** Administrator Evaluation Committees (see 5.76.10) shall be established within each administrative unit to prepare survey questions, collaborate with the AE Coordinator and the Faculty Senate Office to conduct the electronic survey, review survey results and faculty comments, and determine how the survey results and any conclusions are to be summarized and presented. The work of these committees shall be completed before March 30 or by the reappointment decision deadline, whichever is earlier. See sections 5.76.10-5.76.12 for descriptions of Administrator Evaluation Committees. #07-08-4; #09-10-1, #13-14-26

**10.90.14** The Administrator Evaluation Committee shall provide its written report to the administrator under review and meet with her/him to review the major findings, conclusions, and recommendations. The administrator has the option of providing a written response to the Administrator Evaluation Committee within 5 days of meeting with the Administrator Evaluation Committee. The Administrator Evaluation Committee shall subsequently provide its written report and any written response from the administrator to the administrator's supervisor. Allowing the supervisor a review time not to exceed 14 days, the Administrator Evaluation Committee shall meet with the supervisor and verbally review its major findings, conclusions, and recommendations. All members of the constituent unit shall be notified by the Administrator Evaluation Committee that this meeting has taken place. When the review is complete, a copy of the written report shall be provided to the AE Coordinator who will seal, mark confidential, and file the report in the Faculty Senate Office. #07-08-4, #13-14-26

**10.90.15 Verbal Reporting to Constituency.** The supervisor of the administrator being reviewed, in accordance with the organizational chart for the institution, shall deliver to the constituency for each administrator a verbal report on the evaluation results. If the constituency is not affiliated with a single administrative unit but represents a university-wide constituency (all tenure-track faculty), or a group that crosses units (graduate faculty, faculty affiliated with University College, or faculty affiliated with ASFCEPS), the verbal report will be presented at a meeting of the Faculty Senate immediately following the receipt of the written report of the Administrator Evaluation Committee. #07-08-4; #13-14-26

**10.90.16 Evaluation of the President.** The evaluation of the President is similar to that of all other administrators. However, the President's supervisor is the Rhode Island Board of Education. The president's evaluation report shall be provided only to the President. #13-14-26

**10.90.17** The respective administrator evaluation committees shall ensure the confidentiality of the process for the faculty participating in the process as well as for the administrator being evaluated. #07-08-4, #13-14-26

## Chapter 11 – Procedures for Changing the Manual

**11.10.10** Changes to the University Manual may be made through legislative action of the Faculty Senate and in accordance with the Constitution and By-laws of the Faculty Senate. Final action by the Senate on a proposal to change the Manual shall not be taken unless the proposal appears on the agenda for the meeting. A proposal which appears on the agenda may be amended from the floor and final action on the amended version may be taken at that meeting. #13-14-13

**11.10.11** Changes to the University Manual may also be made by the President in those areas for which he or she has responsibility and authority. #13-14-13

**11.10.12** The Coordinator, Faculty Senate, shall be the editor of the University Manual; shall assist the Constitution, By-laws, and University Manual Committee with properly incorporating all changes; maintain an accurate current electronic copy of the University Manual on the Faculty Senate website; and maintain, on the Faculty Senate website, a page or pages with superseded University Manual, constitution, and by-laws sections, with indications when and how they were superseded. #00-01-30, #13-14-13

**11.10.13** University Manual changes based on Faculty Senate action. Following necessary approval of Senate action, University Manual changes shall be submitted to the Chair of the Constitution, By-Laws and University Manual Committee for editorial review, to ensure that they are consistent with the style, format, and arrangement of the University Manual (By-laws of the Faculty Senate, Section 4.25). Following that review, the Coordinator, Faculty Senate, shall incorporate them into the electronic copy of the University Manual. #13-14-13

**11.10.14** University Manual changes based on presidential action. University administrators shall make themselves aware of University Manual passages concerning the units for which they are responsible. Whenever there are changes with respect to their units making modifications of Manual passages necessary, the appropriate administrator shall amend them and submit them to the President for review. The President may appoint a person to assist him or her with that review, but no administrative changes may be incorporated into the Manual without the President having “signed off” on them. When the President approves of a change, it shall be submitted to the Constitution, By-laws and University Manual Committee for incorporation into the Manual. The Committee shall determine if the proposed changes are in the area of Presidential or Senate authority and shall ensure that the changes are consistent with the style, format and arrangement of the University Manual (By-laws of the Faculty Senate, Section 4.25). If the President and Constitution, By-laws and University Manual Committee are not in agreement as to the delegation of authority, the matter shall be referred to the Executive Committee of the Senate. If the changes proposed are deemed to fall under presidential authority, they shall be referred to the Coordinator, Faculty Senate, for incorporation into the electronic copy of the University Manual. #13-14-13

**11.10.15** Information about changes. Following incorporation of changes into the electronic copy of the University Manual, the reference numbers of sections changed, added, or eliminated shall be listed on the next possible Faculty Senate agenda under “Reports of Officers and Executive Committee” for changes resulting from Senate action, under “Report of the President” for changes based on presidential action. #13-14-13

# Part III

## Appendix A: Delegation of Powers

**1. BOARD OF GOVERNORS FOR HIGHER EDUCATION.** All powers not expressly delegated are reserved by the Board of Governors. In addition, the following powers and duties are enumerated in 16-59-4 of the Education Act of 1981 as amended by Article XIII of the Appropriations Act of 1981 and reenactments through 2004:

**1.1** To approve a systematic program of information gathering, processing, and analysis addressed to every level, aspect and form of higher education in the State of Rhode Island especially as that information relates to current and future educational needs so that current needs may be met with reasonable promptness and plans formulated to meet future needs as they arise in the most efficient and economical manner possible.

**1.2** To approve a master plan defining broad goals and objectives for higher education in the state including a Comprehensive Capital Development Program. These goals and objectives shall be expressed in terms of what men and women should know and be able to do as a result of their educational experience. The Board of Governors shall continuously evaluate the efforts and results of education in the light of these objectives.

**1.3** To formulate broad policy to implement the goals and objectives established and adopted by the Board of Governors from time to time; to adopt standards and require enforcement and to exercise general supervision over all higher public education in the state and over independent higher education in the state. The Board of Governors, however, shall not engage in the operation or administration of any subordinate committee, university, college, junior or community college, except its own Office of Higher Education and except as specifically authorized by an act of the general assembly, provided, however, the President of each institution of higher learning shall be the chief administrative and executive officer of that institution; and provided further that nothing contained herein shall prohibit their direct access to or interfere with the relationship between the Presidents and the Board of Governors. The adoption and submittal of the budget, the allocation of appropriations, the approval of tables of organization, the creation, abolishment and consolidation of departments, divisions, programs and courses of study, and the acquisition, holding, disposition and general management of property shall not be construed to come within the purview of the foregoing prohibition. The Board shall communicate with and seek and advice of the Commissioner of Higher Education and all those concerned with and affected by its determinations as a regular procedure in arriving at its conclusions and in setting its policy.

**1.4** To prepare with the assistance of the Commissioner of Higher Education and to present annually to the state Budget Officer in accordance with section 35-3-4 of the general laws of Rhode Island, 1956, as amended, a state higher educational budget, which shall include, but not be limited to, the budget of the Office of Higher Education and the budget of the state colleges. In the preparation of said budget, and in the allocation of its total appropriation, the Board shall determine priorities of expenditures for public higher education purposes of state revenues and other public resources made available for the support of higher public education. Provided that nothing in this subsection contained shall authorize the Board to alter the allocation of grants or aid otherwise provided by law.

**1.5** To maintain an Office of Higher Education; to provide for its staffing and organization; and to appoint a Commissioner of Higher Education who shall serve at its pleasure.

**1.6** To appoint and dismiss Presidents of the public institutions of higher learning with the assistance of the Commissioner of Higher Education, and to establish procedures therefor, and with the assistance of the Commissioner to approve or disapprove Vice Presidents of the public institutions of higher learning appointed by the respective Presidents of public institutions of higher learning.

**1.7** To establish such other educational agencies or subcommittees necessary or desirable for the conduct of any or all aspects of higher education and to determine all powers and functions as well as composition of any such agencies or subcommittees and to dissolve the same when their purpose shall have been fulfilled.

**1.8** To exercise the authority hereto before vested in the Board of Regents for Education with relation to independent higher educational institutions within the state under the terms (of Chapter 40 of title 16) of the general laws of Rhode Island, 1956, as amended, and such other laws affecting independent higher education in the state.

**1.9** To enforce the provisions of all laws relating to higher education, public and independent.

**1.10** To be responsible for all the functions, powers and duties which heretofore were vested in the Board of Regents for Education relating to higher education, including but not limited to the following specific functions:

a. To approve the tables of organization at public institutions of higher learning with the assistance of the Commissioner of Higher Education.

b. To adopt and require standard accounting procedures for the Office of Higher Education and all public colleges and universities.

c. To create, abolish and consolidate departments, divisions, programs and courses of study within the public colleges and universities with the assistance of the Commissioner of Higher Education after consultation with the Presidents.

d. To establish a clear and definitive mission for each public institution of higher learning with the assistance of the Commissioner of Higher Education.

e. On or before February 1, 1982, to present for review and oversight to the House and Senate Finance Committees, plans for reallocation of appropriated funds.

f. To otherwise promote maximum efficiency, economy and cooperation in the delivery of public higher educational services in the state and cooperation with independent institutions of higher education.

**1.11** To incorporate into its own affirmative action reporting process periodic reports monitoring specific faculty and staff searches by the chair of the search committee to include the rationale for granting those interviews as well as the final hiring results. The institutions must empower its affirmative action officer to monitor searches in this manner, to intervene during the search, and, when necessary, to cause a search to cease if affirmative action goals are not being adequately served.

**1.12** To incorporate a specific category for accountability on affirmative action goals and implementation as part of the board's annual evaluations and three year reviews for the presidents of each of the public institutions of higher education.

**1.13** To make a formal request of the governor that whenever the opportunity arises to make new appointments to the board, that the governor make every effort to increase the number of African Americans, Native Americans and Hispanics to the board.

\*Education Act of 1981 as amended by Article XII of the Appropriations Act of 1981 and reenactments through 2004.

**2. COMMISSIONER OF HIGHER EDUCATION.** The Board shall appoint a Commissioner of Higher Education, who shall serve at the pleasure of the board, provided that his/her initial engagement by the Board shall be for a period of not more than three years. The Commissioner shall serve as the chief executive officer of the Board of Governors and as the chief administrative officer of the Office of Higher Education. The Commissioner of Higher Education shall have such duties as are defined in section 16-59-6 and elsewhere in the Education Act of 1981 and other such additional duties as may be determined by the Board from time to time and shall perform such other duties as may be vested in him/her by law. In addition to the foregoing duties and general supervision of the Office of Higher Education and the appointment of the several officers and employees of said office, it shall be the duty of the Commissioner of Higher Education:

**2.1** To develop and implement a systematic program of information gathering processing, and analysis addressed to every aspect of higher education in the state, especially as that information relates to current and future educational needs.

**2.2** To prepare a master plan for higher education in the state; to coordinate the goals and objectives of the public higher education sector with the activities of the independent higher education sector where feasible.

**2.3** To communicate with and seek the advice of those concerned with and affected by the Board of Governors' determinations.

**2.4** To implement broad policy as it pertains to the goals and objectives established by the Board from time to time; to enforce standards and to exercise general supervision over public higher education in the state and over independent higher education in the state; to assist in the preparation of the budget for public higher education and to be responsible upon direction of the Board for the allocation of appropriations, the acquisition, holding, disposition and general management of property.

**2.5** To be responsible for the coordination of the various higher educational functions of the state so that maximum efficiency and economy can be achieved.

**2.6** To assist the Board in the preparation and presentation annually to the State Budget Officer in accordance with section 35-3-4 of the general laws of Rhode Island, 1956, as amended, a total public higher educational budget.

**2.7** To recommend to the Board of Governors, after consultation with the Presidents, a clear and definitive mission for each public institution of higher learning.

**2.8** To recommend to the Board of Governors, after consultation with the Presidents, tables of organization for the public institutions of higher learning.

**2.9** To recommend annually to the Board of Governors, after consultation with the Presidents, the creation, abolition, retention or consolidation of departments, divisions, programs and courses of study within the public colleges and universities to eliminate unnecessary duplication in public higher education and to address the future needs of public higher education in the state.

**2.10** To supervise the operations of the Office of Higher Education and such other additional duties and responsibilities as may be assigned by the Board from time to time.

**2.11** To perform the duties vested in the Board of Governors with relation to independent higher educational institutions within the state under the terms of chapter 40 of title 16 within the General Laws of Rhode Island, 1956, as amended and such other laws as affect independent higher education in the state.

**2.12** To be responsible for the administration of policies, rules and regulations of the Board of Governors with relation to the entire field of higher education within the state, not specifically granted to any other department, board or agency and not incompatible with law.

**2.13** To prepare standard accounting procedures for public higher education and all public colleges and universities.

**2.14** To carry out the policies and directives of the Board of Governors through the Office of Higher Education and through utilization of the resources of the public institutions of higher education.

**2.15** To direct the office of higher education to compile and analyze the following information for presentation to the speaker of the house and governor on or before June 1, 1991, and by May 1st annually thereafter:

a. A detailed departmental breakdown of all faculty members employed at each state run college and university by rank (including all professors, associate professors, assistant professors, lecturers, instructors) and tenure (tenured and nontenured, other) and by race (African American, Hispanic, Native American and Asian) and gender.

b. A detailed report on current student enrollments for each class at each state run college and university by race and gender; by academic department, and by outreach program (e.g. talent development), guaranteed admissions program; and the current levels of funding and staff support for each of these programs.

c. A report on the current status of African and Afro American Studies programs at each institution and a five year budgetary history of the programs along with projections for budgetary support for the next two years.

d. A plan for recruitment of African American and Hispanic faculty into tenure track positions at each institution with specific reference to and planned involvement with the New England higher Education's minority faculty recruitment and development plan. Certified copies of said report shall be furnished to the board of governors and the president of the state colleges and universities.

**3. OFFICE OF HIGHER EDUCATION.** The Board shall maintain an Office of Higher Education which shall perform such research and administrative functions and duties required of the Board by the provisions of Chapter 59 of the Education Act of 1981 and reenactments through 2004.

**4. OPERATING EXECUTIVE COMMITTEE** shall be composed of the President of the University of Rhode Island, the President of Rhode Island College, the President of the Community College of Rhode Island and the Commissioner of Higher Education. The Commissioner of Higher Education shall chair the committee.

**4.1** The purpose of the Operating Executive Committee shall include but not be limited to developing coherent plans for the elimination of unnecessary duplication in public higher education and addressing the future needs of higher education within the State of Rhode Island in the most efficient and economical manner possible. All recommendations and information gathered at the meetings of the Committee shall be forwarded to the Board of Governors by the Commissioner of Higher Education in conjunction with the Presidents for approval and disapproval.

# **Appendix B: Constitution of the Faculty Senate**

(Amendments through April 2007 incorporated.)

## **Preamble**

The Faculty Senate was authorized by an act of the General Faculty on May 12, 1960, and approved by the former Board of Trustees on June 1, 1960, as an agent to conduct the business of the Faculty responsibly and efficiently. It was the intent of the Faculty to create a smaller legislative body to which the powers of the Faculty should be delegated so long as it should represent the will of the Faculty. The Faculty intended that the Senate should act in the best interests of the University as a whole and of all its parts, in the pursuit of its aims and in the performance of the service for which the University exists. To the extent permitted by the laws of the state of Rhode Island and the laws of the United States, the authority of the Constitution and By-Laws of the Senate derives from approval by the General Faculty and by the former Board of Trustees. This document was first approved by the General Faculty on April 19, 1961; amendments were proposed by the Attorney General on October 3, 1961; the former Board of Trustees approved the Constitution and By-Laws with these amendments on November 1, 1961; and the General Faculty subsequently approved the amendments in May, 1962.

## **Article I – Name**

**1.** The name of this deliberative body shall be the Faculty Senate of the University of Rhode Island, referred to hereafter in this document as the Senate.

## **Article II – Powers**

**1.** The Senate, subject to the provisions of state and federal law, subject to consistency with the general objectives established by its governing Board, and subject to the referendum power of the General Faculty, has ultimate legislative power on educational policies. It shall, with the concurrence of the President, formulate policy concerning teaching and research, study, exercise, discipline and government: for example, and without excluding others not listed, academic standards (scholastic standing, admission and dismissal policy, class attendance, grading systems, etc.), the University calendar, University-wide curriculum matters both graduate and undergraduate, and research and patent policy as they may affect the faculty as a whole. Nothing in this article should be construed to interfere with the authority or responsibility of the appropriate administrative officers in the carrying out of established policy, or in proposing, through the President, such changes in policy as they deem desirable.

**2.** The Senate, with the concurrence of the President, shall formulate such policies regarding student activities as it may deem appropriate to advance the educational purposes of the University and to promote satisfactory discipline and behavior.

**3.** The Senate may make recommendations to the President and/or the RI Office of the Postsecondary Commissioner through the President in regard to policies affecting faculty status and welfare, including such subjects as promotion, tenure, rank, leaves of absence, salaries, grants and contracts. This section shall not be construed to conflict with the rights delegated to an exclusive collective bargaining agent duly authorized to represent the faculty in conformity with public laws.

**4.** The Senate shall establish such standing and special committees as it deems necessary to carry out its functions: for example, Academic Standards, Curriculum, Faculty Welfare and Research and Patent Policy.

**5.** The Senate shall exercise all authority delegated to the University faculty by law and all authority lawfully delegated to it by the Board of Education, except that the General Faculty shall act upon the recommendations made by the various college faculties and by the Graduate Faculty for granting of degrees in course to those recipients who have fulfilled the requirements for the appropriate degrees.

**6.** The General Faculty may review decisions made by the Senate. Upon petition to the President of the University signed by 10 percent of the members of the General Faculty, and notice to the Chairperson of the Senate, any vote of the Senate shall be submitted to the General Faculty at a meeting that shall be called for that purpose within five (5) weeks after the time of the Senate vote. The President or, in his/her absence, the Vice President for Academic Affairs will preside. In

computation of elapsed time, as provided for in this article, days during the Christmas recess, spring recess, and days between commencement and the first day of registration in the fall semester shall not be counted.

The faculty member who originates the objecting petition shall act as chairperson of a committee of the opposition, and shall select at least two other signers of the petition to form a committee of three or more to prepare and lead the presentation of the case for the opposition. The names of this committee shall be published to the General Faculty in the call to the meeting. The meeting shall be conducted according to the same parliamentary authority that governs meetings of the Senate and its committees. Amendments to the Senate act may be adopted at this meeting. No final vote on the decision of the Senate or the version of this decision as amended by the General Faculty shall be taken at this meeting, but voting on this referendum shall be conducted by a secret mail ballot, as prescribed in the By-Laws. A majority of the legal votes cast shall be conclusive, provided that a majority of the General Faculty participates in the referendum. If a majority of the General Faculty do not cast valid votes, the Senate action shall stand as voted.

### **Article III – Membership**

1. The Senate shall consist of designated *ex officio* members and of elected members of the full-time tenure-track faculty, chosen in the approximate ratio of one senator for each 10 full-time tenure-track faculty members. Any member of the tenure-track faculty with the rank of professor, associate professor, assistant professor, or instructor may be elected a member of the Senate. The Senate will provide means by which all eligible faculty members not in a college or the library have the opportunity to vote and to be candidates for election. The President, the Provost and Vice President for Academic Affairs, the Vice Provosts, the Vice Presidents, the deans of the colleges and schools, the Dean of Admissions, the person who served as Senate chair during the previous academic year, the President or, in his/her absence, a designee member of the Student Senate, and the President or, in his/her absence, the Vice President of the Graduate Student Association shall be members of the Senate *ex officio* without the right to vote, but with the right to make and second motions. Other officers of administration, including personnel deans and the directors and assistant directors of the University administrative divisions, shall not be eligible for election to the Senate. #01-02-8; #01-02-12 (Approved by referendum, May 2002) #03-04-10; #06-07-1 (Approved by referendum, April 2007) (Approved by referendum March 2015) (Approved by referendum March 2016) #17-18-34

### **Article IV – Officers**

1. The officers of the Senate shall be a Vice Chair/Chair-elect and a Chair. The duties of these officers are those usually associated with the titles of Vice Chair and Chair, except as modified or added to in the By-Laws. In the absence of the Chair, the Vice Chair/Chair-elect shall exercise the full powers of the Chair. These officers shall be elected in accordance with 5.1 of the Senate By-laws. #01-02-12 (Approved by referendum, May 2002) (Approved by referendum March 2015)

2. The faculty members serving as Vice Chair/Chair-elect and as Chair of the Faculty Senate shall be entitled to reductions of at least one-third and one-half, respectively, of their normal duties. Normal duties include teaching, assigned research, advisement, committee work, thesis direction and other assigned responsibilities. For this reason, faculty members should consult with their appropriate administrative officers prior to acceptance of nomination for these offices. Entitlement should follow automatically upon election, and no further negotiation would be required except for consultation within the department and college to determine how the reduction might best be accomplished. (Approved by referendum March 2015)

### **Article V – Executive Committee**

1. The Vice Chair/Chair-elect, the Chair, and four senators elected from the elected membership of the Senate in accordance with 5.1 of the Senate By-laws shall constitute the regular members of an Executive Committee. The person who served as chair during the preceding year shall serve as an *ex officio* Executive Committee member. The Chair of the Senate shall be chair of the Executive Committee. This Committee shall meet on call of the Chair, or on request of any two of its members. It shall serve as the steering committee of the Senate and shall represent, or designate persons to represent, the Senate in meetings with the President, Board of Education and other University bodies. (Approved by referendum March 2015)

### **Article VI – Meetings**

1. Regular meetings of the Senate shall be held at least once a month during the academic year, unless otherwise voted by the Senate.

2. Special meetings may be called upon due notice at any time during the academic year (1) by the Chairperson of Senate, (2) upon request by a majority of the Executive Committee, (3) by vote of the Senate at any regular or special meeting, (4) by petition to the Chairperson of at least 25 percent of the senators, or (5) by a petition to the Chairperson of at least 10 percent of the members of the General Faculty.

3. Within two weeks after the meeting of the Senate at which the results of elections of new members are announced, a meeting of the newly constituted Senate shall be held. If a date has not already been set for this meeting in the yearly calendar of Senate meetings, the time and place shall be set by the out-going Chair and Executive Committee. The out-going Chair shall preside at this meeting. Newly elected officers shall assume their duties at the close of this meeting. Out-going senators shall have no vote. (Approved by referendum March 2015)

4. Prior to each meeting the agenda of the business to be conducted must be sent to all members of the General Faculty. Senate meetings shall be open to all members of the faculty, the student body, and the administration. Non-Senate members may address the Senate upon invitation of the presiding officer of the Senate. Procedure is outlined in the By-Laws.

## **Article VII – Amendment of the Constitution**

1. Except as provided in VII/3, amendments shall be proposed to the General Faculty by a majority of the total voting membership of the Senate, and ratified by an affirmative vote of two-thirds of the General Faculty voting on the question, excluding abstentions, as determined by a mail ballot conducted by the Executive Committee and by three tellers appointed by the President of the University. #01-02-21 (Approved by referendum, May 2002)

2. Balloting shall be conducted in accordance with the By-Laws governing secret mail balloting. A faculty member wishing to abstain shall submit a ballot in envelopes sealed and signed in the prescribed manner.

3. Proposals for changing titles of *ex officio* members of the Faculty Senate shall be submitted to the Faculty Senate Executive Committee. If in the judgment of the Committee, a title change is of a nature such that incorporating it into the Membership Article (III) of this Constitution does not require a referendum, the Committee shall report this finding to the Faculty Senate, together with a recommendation for an appropriate change of the Membership Article. Unless specified otherwise in the recommendation, the change shall become effective upon a two-thirds majority vote of the senators present and eligible to vote. The recommendation may not be voted upon at the meeting at which it is first moved. #01-02-21 (Approved by referendum, May 2002)

4. Any member of the Senate may challenge a finding of the Faculty Senate Executive Committee that a change of the title of an *ex officio* member of the Faculty Senate can be incorporated into the Faculty Senate Constitution without a referendum. Such a challenge may be presented only prior to the actual vote on the change. If the challenge is upheld by a majority of the senators present and eligible to vote, the title change shall be submitted to the referendum process as outlined in Article VII, 1 and 2, of this Constitution. #01-02-21 (Approved by referendum, May, 2002)

5. Changes to the provisions determining Faculty Senate membership can be made only in accordance with the referendum process as outlined in Article VII, 1 and 2, of this Constitution. #01-02-21 (Approved by referendum, May 2002); #06-07-1 (Approved by referendum, April 2007)

## Appendix C: By-Laws of the Faculty Senate

### Section 1. Rights and Responsibilities of Senators.

**1.1** Elected senators shall have full privileges of the Senate, including the right to introduce to second motions and to vote. They are obligated to attend all Senate meetings and to take part in committee work assigned by the Chairperson. *Ex officio* senators shall have all the rights and responsibilities of elected senators, including the right to make and second motions, but excepting the right to vote.

**1.2** The Chairperson shall declare the place of an elected senator vacant when he or she has been absent from five regular meetings in one academic year. Vacancies shall be filled as provided in 2.9. The Executive Committee may, in cases of urgency, permit absences in excess of five.

**1.3** Because of the responsibility attendant upon membership in the Senate, department chairpersons shall arrange teaching, research and extension schedules to permit attendance of senators at regular meetings of the Senate. If, due to unusual circumstances, this is not possible, and if it is known at the time of election, the faculty member involved shall ask that his/her name be withdrawn from nomination.

### Section 2. Election of Senators.

**2.1** Senators shall be elected for three-year terms by the faculties of the several colleges, schools and other authorized faculty units participating in elections, but in these elections only persons eligible to elective membership in the Senate shall vote.

**2.2** Each faculty or other faculty unit shall elect one senator for each ten of its full-time tenure-track members or majority fraction thereof. For the purpose of determining the number of senators a college or other authorized faculty unit is entitled to elect, tenure-track faculty members with part-time appointments resulting from a part-time assignment, a joint appointment in more than one college or unit with Senate representatives, or phased retirement shall be counted according to the fraction of full-time which they serve in a particular college or unit. Terms shall be so arranged as to provide that one-third, or approximately that number of senators, shall be newly elected members each year. No college, school, or other authorized faculty unit shall have a majority of elected senators, and if this should be imminent following the membership apportionment as prescribed elsewhere in the Constitution and By-Laws, the faculty involved shall be entitled to elect no more than one less than a majority of the elected members of the Senate. All full-time tenure-track faculty members, as set forth in Article III of the Constitution, shall be entitled to vote and to be candidates in Senate elections, but none shall vote or be eligible for election in more than one college or other unit. Each college or school, the library and other authorized unit not included in a college or school or in the library is entitled to elect at least one senator, regardless of the number of members in its faculty. The Executive Committee, with the concurrence of the Senate, shall determine how faculty members not included in a college or school or the library shall be grouped for participation in elections and shall designate a leader to organize elections; but the number of units so formed shall be kept to a minimum consistent with adequacy of representation of distinct disciplines. Normally the principle of not more than one unit for 10 faculty members will be applied, so that the total number of senators will not be excessively increased and the ratio of one senator for 10 faculty members will not be unduly disturbed. Faculty units so designated shall be announced at the regular Senate meeting in April of each year, and recorded in the minutes. #15-16-29

**2.3** In April of each year, the Faculty Senate Coordinator shall inform the faculty of each college or school or other authorized faculty unit participating in elections of: (1) the names of senators whose terms will expire during the current academic year, and (2) any changes in apportionment. College and school faculties and other authorized faculty units shall then elect new senators in accordance with such election procedures as they have established. A secret ballot shall be used.

**2.4** The dean of each college or school and the designated leader of each other faculty unit participating in elections shall provide the Faculty Senate Coordinator with a complete description of the election procedures established by his/her faculty. Any proposed changes in this procedure shall be reported to the Faculty Senate Coordinator before they are put into effect.

**2.5** Disputes over election procedure or results of elections shall be adjudicated by the Executive Committee of the Senate.

**2.6** No more than two members of any one department shall serve in the Senate at the same time, except that departments with more than 29 faculty members as they are accounted for apportionment may have three.

**2.7** A senator whose three-year term expires may not be re-elected until the lapse of one year, except that a senator who has not served for two or more consecutive semesters of a three-year term on account of an officially sanctioned leave (sabbatical, medical, and the like) shall be eligible for re-election without a one-year hiatus. #01-02-29

**2.8** Results of the elections of all new members of the Senate may be made known by the deans of the college faculties and the leaders of the other faculty units as they may see fit, but they shall in any case be announced officially by the Chairperson of the Senate not later than the regular meeting of the Senate the date of which is nearest to May 15. Newly elected senators shall assume their duties within two weeks after the official announcement of their election by the Chairperson of the Senate, at a Senate meeting designated by the out-going Chairperson and Executive Committee for this purpose and for the election of new officers.

**2.9** Vacancies created as provided in 1.2 or by resignation or by leaves of absence of more than one semester shall be filled by election by the faculty involved. If the leave or illness is one semester or less in probable duration, determination of a vacancy shall be at the discretion of the faculty represented. Whether a person elected to fill a vacancy shall serve for the unexpired portion of the term or for the period of absence of the person regularly elected shall be determined at the time of the election. A person serving a partial term shall be eligible for election to a full term without lapse of time.

### **Section 3. Powers and Duties of Officers.**

**3.1** The Chairperson of the Senate shall preside at meetings of the Senate. In case of a tie, he/she may cast the deciding vote. He/she shall serve as Chairperson and preside at meetings of the Executive Committee.

**3.2** The Chairperson shall serve as the executive officer of the Senate and shall sign the official copies of all Senate actions. On all matters concerning publication or public explanation of Senate actions, the Chairperson shall be sole spokesperson and representative of the Senate.

**3.4** Except as otherwise specifically provided in the University Manual or in the acts of the Senate creating committees, and excepting committees of college faculties and those whose appointment lies within the province of the President of the University, the Chairperson shall name the new faculty members and new chairpersons of standing Senate committees and the faculty members and chairpersons of special committees, subject to confirmation by the Senate.

**3.5** The Chairperson may grant non-Senate members of the faculty, the student body, and the administration privileges of the floor at Senate meetings upon request made prior to the meeting. He/she shall upon written request, grant privileges of the floor for an individual meeting to one faculty member representing a department not having a senator. The Chairperson shall, without prior request, grant privileges of the floor to all members of a Faculty Senate committee when a report of the committee of which they are members is under consideration by the Senate. The Chairperson of a Faculty Senate committee, or his/her representative, shall have the right to make motions when a report of his/her committee is under consideration by the Senate even if he/she is not a member of the Senate.

**3.6** The Vice Chairperson shall arrange for suitable accommodations for meetings, and shall provide for appropriate seating arrangements for observers, separate from the senators.

**3.7** The Vice Chairperson shall report and explain to the Senate the recommendations of the Executive Committee.

**3.8** When the Chairperson is absent, the Vice Chairperson shall act in his/her place, in which event another member of the Executive Committee shall be designated by the Vice Chairperson to perform the Vice Chairperson's usual duties.

**3.9** The Faculty Senate Coordinator shall publish the agenda and relevant committee reports at least 72 hours in advance of regular meeting and as early as practicable before special meetings. (Distribution shall be: agenda, including an outline of all proposed actions, to all academic departments; full committee reports to all members of the Senate and the chairpersons of academic departments. The agenda distributed to all academic departments should be brief, indicating all proposals to be made, and referring to the complete reports in the hands of their senators.) He/she shall keep the minutes of the Senate, including the call to meetings, a record of attendance at meetings, committee reports as adopted and the record of all business transacted. After minutes of meetings have been approved by the Chairperson, the Coordinator shall have them distributed promptly to all academic departments. He/she shall conduct referendums when directed to do so by the Senate or by the Constitution or By-Laws.

## **Section 4. Powers and Duties of Committees.**

- 4.1** The Executive Committee of the Senate shall have such powers and duties as are delegated to it by the Constitution and By-Laws and by acts of the Senate.
- 4.2** As the steering committee of the Senate, the Executive Committee shall give attention to all matters within the scope of the Senate action, either on its own initiative or upon the request of individual members of the faculty.
- 4.3** The Executive Committee shall have the power to act for the Senate during the interim between the last Senate meeting in the spring and the first meeting in the fall on such matters as urgently require action at the time. Before acting, the Chairperson shall invite members of the Senate to a hearing concerning the action and its urgency. The provisions for circulating the agenda and minutes for special meetings of the Senate shall apply. The action of the Executive Committee will become effective ten days following the distribution of the minutes unless a necessary Presidential approval is withheld or unless the action is challenged by a petition for delay signed by five percent of the General Faculty, In these cases, the action must await consideration by the Senate.
- 4.4** The Executive Committee of the Senate shall appoint an Administrator Evaluation Coordinator from the tenured faculty for a two-year term. The Administrator Evaluation Coordinator shall be responsible for the following: designating which administrators are to be evaluated in a given year; facilitating the election/selection of administrator evaluation committees within each administrator's constituent group as defined in section 5.76.12 of the University Manual; providing guidance and suggestions to these administrator evaluation committees; and, monitoring the committees' progress in conducting the evaluations. The Executive Committee of the Faculty Senate shall review and evaluate the process as outlined here and as it evolves in the respective Evaluation Committees after the first three-year round and at least every six years after that. ~~#07-08-8~~
- 4.5** The Executive Committee shall advise the Chairperson in selecting members for faculty committees.
- 4.6** At the April meeting of the Senate, the Executive Committee shall propose a calendar of regular meetings of the Senate for the ensuing year.
- 4.7** The Executive Committee shall establish an agenda in advance of each regular meeting of the Senate. The agenda shall be published and delivered to all faculty members in accordance with By-Laws Section 3.9 at least 72 hours prior to regular Senate meetings. Agenda for special meetings shall be delivered as early as practicable.
- 4.8** The Executive Committee shall include on the Senate agenda any items requested in writing by at least ten percent of the voting members of the faculty, or requested in writing by the President of the University.
- 4.9** Through the Vice Chairperson, the Executive Committee shall report upon its activities to the Senate at each meeting. The Executive Committee shall keep minutes of its meetings and the minutes shall be open to all senators.
- 4.10** Committees of the Senate. In addition to the Executive Committee, there shall be two classes of faculty committees creating by the Senate: (1) standing committees, and (2) special committees.
- 4.11** Powers and duties of the standing and special committees shall be stipulated by the Senate at the time of their creation by the Senate.
- 4.12** In addition to considering matters referred to them by the Senate, standing committees may initiate action on matters clearly within their province and request that they be placed on the agenda of the Senate meeting.
- 4.13** Unless specified otherwise, each committee shall be comprised of six faculty members, one of whom shall serve as chairperson, and two students, one undergraduate and one graduate student. The faculty members of standing committees shall serve for three-year terms on a staggered basis from the time of their approval until the first meeting of the Senate in the fall three years afterwards. Committee chairs shall serve for two years in that capacity. Student members shall serve for one year and shall be eligible for appointment to a second term. Students shall be appointed, respectively, by the Student Senate and by the Graduate Student Association. Committee chairs or the Faculty Senate Executive Committee may request that the University administration make available those administrators and/or staff members

whose expertise is aligned with the work of the committees to act as liaisons to committees as needed. Administrator and/or staff liaisons may advise committee members regarding the work of the committee but shall not be considered committee members. The Executive Committee or committee chairs may also ask faculty who are not Senate members to serve as non-voting advisors to standing committees as needed. #17-18-11, #17-18-17

**4.14** Each committee shall meet at least once a semester unless otherwise specified. Carrying out committee work electronically is permissible. #17-18-11

**4.15** The chairperson shall be responsible for preparing the agenda and calling the meetings. Another member of the committee shall be responsible for recording minutes and submitting them to the Office of the Faculty Senate upon approval. Unless otherwise specified, the chairperson shall be entitled to have his/her normal duties reduced by one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. #17-18-11 #17-18-28

**4.16** Each committee shall provide a brief informational report at the October meeting of the Faculty Senate outlining its goal(s) for the coming year. Each committee shall present a report of its activities to the Faculty Senate at least once a year as indicated in the description of the committee charge. #17-18-11

**4.17** Committee reports to be placed on the agenda for a regular Senate meeting must be submitted to the Executive Committee at least seven days in advance of the Executive Committee meeting preceding the Senate meeting at which said reports are to be considered for inclusion on the agenda, and shall be distributed with the agenda to members of the Senate. #17-18-11

**4.20 The Curriculum and Standards Committee** (henceforth referred to as “full committee”) shall also comprise two subcommittees, the General Education Subcommittee and the Academic Calendar Subcommittee. Each subcommittee shall comprise three faculty members serving on the full committee and three additional faculty members appointed on a staggered basis. The chairs of the subcommittees shall be appointed from the members of the full committee. The full committee’s undergraduate student member shall also serve on the General Education Subcommittee; the full committee’s graduate student member shall also serve on the Academic Calendar Subcommittee. An additional undergraduate student shall be appointed to serve only on the Academic Calendar Subcommittee. The full committee shall consider and make recommendations to the Faculty Senate on the items specifically assigned to it (see By-laws 4.21 to 4.25). The two subcommittees shall consider and make recommendations to the full committee on the items specifically assigned to them (see By-laws 4.27 and 4.28). The full committee may modify these recommendations prior to submitting them to the Faculty Senate, or disapprove of them without submitting them. The full committee shall meet at least once a month and present reports to the Faculty Senate as often as necessary. #17-18-12

**4.21 Curricular Matters:** The full committee shall study and make recommendations to the Faculty Senate (or return the matters unapproved, with comments, to the units from which they originated) on the following matters referred to it by the various colleges, schools, the Faculty Senate or its Executive Committee, the Administration, or from another authoritative source: The establishment, abolition, division or merger of colleges and schools of the University, at the undergraduate and graduate level; the establishment, modification, or abolition of general policies concerning academic requirements such as are included in Chapters 3, 5, and 8 of the University Manual; the establishment or abolition of undergraduate degrees or credit certificates awarded by the University in any of its divisions; the establishment, abolition, division or merger of departments of instruction, or other units or areas affecting instruction; the establishment, at the undergraduate level, of new experimental and interdisciplinary instructional programs not confined to one college; the establishment of interdisciplinary minors; the establishment, modification, or abolition of curriculums or programs of study leading to degrees or credit certificates at the baccalaureate level as well as the offering of existing undergraduate degree programs at the Providence campus, with due regard to requirements for accreditation when applicable; the creation, modification, or abolition of Bachelor of Interdisciplinary Studies concentrations; consider, in accordance with 8.20.62, options within major fields of study and recommend their establishment to the Faculty Senate if approved by the committee; consider and vote on exceptions to the P/F option for courses that do not fall under this option if this is requested by a college, and recommend the exception to the Faculty Senate if approved by the committee; the introduction, modification or abolition of individual courses intended primarily for undergraduate instruction; the approval of new and existing courses for general education if in the committee’s view, the outcomes proposed for the courses are clearly appropriate (if there is doubt about this, the course(s) shall be referred to the General Education Subcommittee for resolving this matter). No items of this nature (or of the items mentioned below or assigned to one of the subcommittees) may be approved by the Faculty Senate in the absence of a review by the full committee, except for the item mentioned at the end of 4.28. #17-18-12

**4.22 Academic Standards:** The full committee shall study all matters pertinent to the establishment and maintenance of high academic standards that may be referred to it by the Senate, the Senate Executive Committee, or other agencies; propose improved regulations and practices related to academic standards; observe the effects of rules for dismissal of students for academic reasons; review periodically the academic standards, rules, and procedures in the University Manual and make recommendations concerning them to the Faculty Senate; make policy recommendations to the Faculty Senate on all matters pertaining to the University College for Academic Success other than advising; and review and evaluate standards and policies concerning recruitment, admissions, and yield, except for the establishment of annual admissions targets which is the responsibility of the Provost and Vice President for Academic Affairs. #17-18-12

**4.23 Expediency:** The full committee shall recommend procedures that permit matters within its jurisdiction or the jurisdiction of its subcommittees to be handled expeditiously. #17-18-12

**4.24 Taking initiative:** The full committee may also initiate action on matters within its jurisdiction or the jurisdiction of its subcommittees by referring them to the faculties of the colleges and/or schools concerned. #17-18-12

**4.25 Liaison:** The full committee shall maintain liaison with administration offices such as the University College for Academic Success, the School of Professional Studies, and the Online Education division of the Office for the Advancement of Teaching and Learning. #17-18-12

**4.26 Workload adjustment:** The chair of the full committee shall be entitled to have his/her normal duties reduced by no less than one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. The faculty members who serve both on the full committee and on one of the subcommittees shall be entitled to have their normal duties reduced by one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. There shall be no workload reduction for those faculty members who serve only on one of the subcommittees. #17-18-12 #17-18-28

**4.27 The General Education Subcommittee** shall study and make recommendations to the full committee concerning the establishment, modification or abolition of General Education requirements for graduation to be applicable to degree candidates; consider new and existing courses proposed for general education which the full committee did refer to the subcommittee; evaluate the effectiveness of the general education program; maintain liaison with the University administration for effective implementation of approved recommendations; and cooperate closely with the Director of General Education (see University Manual section 8.20.30). #17-18-12

**4.28 The Academic Calendar Subcommittee** shall study the University Calendar for fall, winter, spring, and summer session semesters as prepared by Enrollment Services in accordance with University Manual passages 8.70.10 and 8.70.61, respectively, and present on them to the full Curriculum and Standards Committee, with appropriate recommendations, in time so that the full committee can report it to the Faculty Senate by December 1; study the calendar for the fully-online accelerated program developed in accordance with University Manual passage 8.70.72 and present the calendar to the full Curriculum and Standards Committee in time so that the full committee can report on it to the Faculty Senate by March 1 of the year preceding the one during which the calendar is to become effective; carry out all other functions assigned to it by University Manual passages 8.70.10-75; examine, cooperatively with the Graduate Council, such academic matters as may affect jointly the two committees; consider such calendar matters as may be referred to it by the Senate or its Executive Committee, and study, on its own accord, desirable changes in the University Calendar; review any proposed change in the approved calendar originating outside the Subcommittee and/or the full committee as well as any amendments attached by the Faculty Senate to a calendar proposal prior to Faculty Senate adoption of the calendar in its final form except that, if the Senate Executive Committee declares an emergency situation prior to the Faculty Senate meeting at which calendar proposals are to be considered, a calendar proposal amended on the Senate floor may be approved at the meeting during which the proposal has first been introduced by the full committee. Further, if, in the case of such an emergency situation, a meeting of the full committee is, due to time constraints, not feasible, the subcommittee shall report directly to the Faculty Senate rather than present its report via the full committee. #17-18-12, #19-20-16

**4.30 The Teaching, Advising, and Assessment Committee** shall consider and make recommendations to the Faculty Senate on the items specifically assigned to it (see By-laws 4.31-4.34). The Committee shall study and make recommendations to the Faculty Senate (or return the matters unapproved, with comments, to the units from which they originated) on the following matters referred to it by the various colleges, schools, the Faculty Senate or its Executive Committee, the Administration, or from another authoritative source, or taken up by the Committee on its own initiative:

**4.31** The Committee shall promote good teaching, advising, and assessment at the University by conducting and reporting to the Faculty Senate an annual audit of programs, activities, policies, etc., which are available at the University to support good teaching and assessment and undertake each year, in cooperation with other interested parties, an initiative designed to improve teaching and assessment practices at the University. #17-18-12

**4.32** Further, the Committee shall assess university-wide advising and make policy recommendations to the Faculty Senate on all advising matters pertaining to the University College for Academic Success. #17-18-12

**4.33** Moreover, the Committee, in collaboration with the Director of the Honors Program, shall oversee the Honors Program (see University Manual Chapter 8, Academic Programs, Sections 8.60.10 – 8.65.13) and bring distinguished scholars to the campus for general lectures and/or other public programs. #17-18-12, #18-19-32

**4.34** The Committee shall meet at least once a month and shall prepare and present, in January of each year, a report to the Faculty Senate including a review of current initiatives, policies, and practices as well as recommendations for future improvements. #17-18-12

**4.40 The Committee for Research and Creative Activities** (henceforth referred to as the “full committee”) shall consist of faculty and students active, experienced, or concerned with various aspects of research, creative, and scholarly efforts at URI. The full committee shall serve as the representative voice of the university community in all matters related to research, creative, and scholarly activities and shall seek to improve the environment for research at URI in all ways possible. The full committee shall also comprise two subcommittees, the Competitive Grants Subcommittee and the Center Review Subcommittee. Each subcommittee shall comprise three faculty members serving on the full committee and three additional faculty members appointed on a staggered basis. The chairs of the subcommittees shall be appointed from the members of the full committee. The full committee shall meet at least once a month and present reports to the Faculty Senate in December and April and more often as needed. #17-18-18

**4.41 Advocacy of Research and Creative Activities:** The full committee shall promote comprehensive understanding of the notion of research, creative, and scholarly work in order to enhance the well-being of all such work at URI; seek to identify all challenges which hinder research, creative, and scholarly efforts at URI and provide recommendations to correct them; review and recommend policies for the management of research affairs at URI and serve as the advisory committee for the Vice President for Research and Economic Development; upon request, advise all campus groups and offices on matters relating to research, creative, and scholarly work. #17-18-18

**4.42 Library and Open Access:** The full committee shall act as liaison between the University Library and the faculty as a whole and advise the Library on matters of general faculty concern; consult with the Library faculty on long-range needs of the Library and the adequacy of budget provisions to meet those needs; serve in an advisory capacity to the Faculty Senate regarding the implementation and interpretation of the University of Rhode Island Open-Access Policy, resolving disputes concerning the interpretation and application of the policy and recommending changes of the policy to the Faculty Senate. #17-18-18

**4.43 The Competitive Grants Subcommittee** shall solicit proposals from the faculty and award, on a competitive basis, financial support for a “Faculty Development” program (using guidelines developed together with the full committee) to support faculty salary and fellowships, student support, operating expenses, travel, and equipment; advise the Vice President for Research and Economic Development concerning the allocation among faculty, on a competitive basis, of financial support for a “Proposal Development” program (using guidelines developed by the Vice President for Research and Economic Development in consultation with the full committee) to support faculty salary and fellowships, student support, operating expenses, travel, and equipment. The Competitive Grants Subcommittee shall meet as needed. #17-18-18

**4.44 The Center Review Subcommittee** shall review applications for Centers, including institutes, bureaus, partnerships, and similar entities, to operate for an initial three-year period and recommend to the Provost and Vice President for Academic Affairs action on the temporary authorization of centers based on the potential for intellectual contributions, utilization of undergraduate and graduate students, interdepartmental or intercollege involvement, and external funding during its initial three years; review applications for continuing authorization of Centers, including institutes, bureaus, partnerships, and similar entities, after the initial three years and recommend to the Faculty Senate action on center proposals based on program quality, research, outreach, or educational activities, involvement of undergraduate and graduate students, interdepartmental or intercollege connections, and potential for continued external funding, as appropriate for the mission and goals of the center; review the continuing status of Centers, including institutes, bureaus, partnerships, and similar entities, every four years and submit recommendations for further continuation or dissolution to

the Faculty Senate based on overall program quality, research, outreach, or educational contributions, financial support of student involvement, interdepartmental or intercollege involvement, and continued external funding, as appropriate for the mission and goals of the center. The Center Review Subcommittee shall meet as needed. #17-18-18

**4.45 Research Overhead Funds:** The full committee shall serve on the Committee for Review of the Distribution of Facilities and Administrative (Overhead) Funds (see University Manual Sections 10.72.10 –10.72.14). #17-18-18

**4.46 Workload adjustment:** The chair of the full committee shall be entitled to have his/her normal duties reduced by no less than one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. The faculty members who serve both on the full committee and on one of the subcommittees shall be entitled to have their normal duties reduced by one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the 16 Faculty Senate, and entitlement shall follow automatically upon appointment. There shall be no workload reduction for those faculty members who serve only on one of the subcommittees. #17-18-18 #17-18-28

**4.50 The Committee on Technology and Infrastructure** shall contribute to the development and maintenance of the strategic plan in collaboration with Information Technology Services and review and make policy recommendations regarding the implications on academic and research planning, standards, services, physical facilities, and allocation of resources on all matters pertaining to information technology, infrastructure, computing, communications, and networking. #17-18-12

**4.51** The Committee shall meet at least once a month and shall present, in February of each year, a report to the Faculty Senate including a review of current facilities, policies, and practices as well as recommendations for future improvements. #17-18-12

**4.60 The Service and Community Life Committee** shall aim at supporting the mission of the university by studying and recommending policies to enhance effective faculty governance and oversight; the supportive and diverse nature of the URI community; and URI's engagement with the broader local, national and international community. #17-18-12

**4.61 Faculty governance:** The Committee shall study faculty efficiency in legislative decision-making and oversight throughout the university and make recommendations to the Faculty Senate aimed at enhancing this efficiency. To accomplish this, the Committee shall review and report on practices of faculty governance University-wide and within Colleges; offer training on best practices of faculty governance, including facilitating and encouraging best practices for college elections and recruitment; create and administer mentor programs for new faculty senators; monitor the implementation of Senate-approved initiatives and report any issues identified to the Faculty Senate Executive Committee. #17-18-12

**4.62 Quality of working environment:** The Committee shall study the University work environment and make recommendations to the Faculty Senate which will enhance the quality of this environment. To accomplish this, the Committee shall assist faculty with understanding of promotion and tenure policies; recommend policies that could assist in faculty retention, including matters of work/life balance; consider issues and make recommendations concerning areas affecting the work environment, such as transportation and accessibility. #17-18-12

**4.63 Community life and impact:** The Committee shall study the University community and make recommendations to the Faculty Senate aimed at enhancing this community and its impact on the broader world. To accomplish this, the Committee shall examine the meaning of a diverse community (including students and faculty interacting online); create, support, and promote events that foster a sense of campus culture, including efforts to foster a greater sense of unity among the university's different campuses; provide opportunities for interdisciplinary networking across campus; promote efforts to be of service to the wider community as well as to one another and to our students. #17-18-12

**4.64** The Committee shall meet at least once a month and shall prepare and present, in March of each year, an annual report to the Faculty Senate including a review of current initiatives, policies, and practices as well as recommendations for future improvements. #17-18-12

**4.70 Constitution, By-laws, and University Manual Committee.** This committee shall review the operation of University governance and propose changes in the Constitution and By-Laws of the Faculty Senate and in the University Manual; review proposals for changes in University governance from whatever source and make recommendations concerning them to the Faculty Senate and to the other appropriate bodies and individuals; construe the meaning of the

Constitution, the By-Laws and the University Manual upon the request of the Senate Chairperson or Executive Committee, any senator or member of the University faculty, or the President; assure that all duly approved changes are incorporated into the Constitution and By-Laws and into the University Manual, and that no unauthorized changes are made in these instruments; and assure that the language of all duly approved changes is consistent with the style, format and arrangement of the Constitution and By-Laws and of the University Manual. #17-18-12

**4.95** Special Committees shall consider matters referred to them by the Senate.

## **Section 5. Election of Officers.**

**5.1** In February of each academic year, the Senate shall elect for the following academic year a Vice Chair/Chair-elect who shall serve one year as Vice Chair/Chair-elect and a second, consecutive year as Chair. Senators who are elected to serve this two-year leadership position, as described, shall remain full members of the Faculty Senate as representatives of their colleges for the duration of their service even if the two-year position exceeds the three-year term limit as a Senator (Appendix C, section 2.1). The outgoing Chair whose term has expired shall continue as an *ex officio* member of the Executive Committee for a period of one year after expiration of the term as Chair, and shall be considered *ex officio* member of the Faculty Senate during the same year. At its organizational meeting in May, the Senate shall elect at least one senator for a one-year term on the Executive Committee. In order to ensure continuity, the remaining three members of the Executive Committee shall be elected to serve for two years. To stagger their terms, two of the 2-year term members shall be elected on even numbered years and the other 2-year term member on odd numbered years. #04-05-25, #10-11-29, #14-15-25

**5.2** At its regular meeting in January of each year the Senate shall elect a nominating committee of three members chosen from the members whose terms expire that May. This committee shall present two nominations for the position of Vice Chair/Chair-elect in February. The remaining one or two year positions on the Executive Committee shall be elected at the organization meeting in May. In selecting its nominees for terms on the Executive Committee, the nominating committee shall consider the senators newly elected as well as those who have served for one or two years, shall consider continuity of membership, and shall, moreover, seek to maintain a reasonable distribution and rotation of the positions to be filled among the various colleges and schools. #04-05-25, #10-11-29, #14-15-25

**5.3** At the meeting at which elections are conducted, nominations from the floor, in addition to those presented by the nominating committee, shall be in order. Paper ballots shall be used in the election. A majority of the legal votes cast shall be required to elect.

**5.4** The election of officers shall be in accordance with the following procedures:

When more than two candidates are nominated for a single office, a candidate shall be declared elected on the first ballot if he/she received a majority of the votes cast. If no candidate receives a majority of the first ballot votes, then a run-off election shall be held between the two candidates who have received the highest number of first ballot votes.

For any term of office on the Executive Committee for which two candidates are being elected, a candidate shall be declared elected on the first ballot if she/he receives a majority of the votes cast. If only one candidate is elected on the first ballot, a run-off election shall be held for the other position between the two candidates who have received the highest number of first-ballot votes. If no candidate is elected on the first ballot, a run-off election shall be held among the four candidates who have received the highest number of first-ballot votes. A majority vote is required for election. #04-05-25

**5.5** Should a vacancy occur in the Executive Committee two months or more before the annual election, it shall be filled at the next regular Senate meeting by an election held in the same manner as the regular election of officers, except that the Executive Committee shall act as nominating committee.

**5.6** Should a vacancy occur in the Vice Chair/Chair-elect, a Vice Chair/Chair-elect shall be elected by the Faculty Senate to perform the Vice Chair's duties for the remainder of the unexpired term, and to assume the duties of Chair during the subsequent academic year. The election shall be conducted in accordance with the provisions of Section 5.1, except for the timing of the election and except that the Executive Committee shall serve as Nominating Committee. #14-15-25

**5.7** Should a vacancy occur in the Chair, the Vice Chair/Chair-elect shall succeed to that position for the remainder of the unexpired term as well as for the subsequent academic year. If the vacancy occurs prior to the election of a Vice Chair/Chair-elect, a Vice Chair/Chair-elect shall be elected by the Faculty Senate in accordance with Section 5.1 of the By-

laws, except for the timing of the election and except that the Executive Committee shall serve as Nominating Committee. If the vacancy occurs after the election of a Vice Chair/Chair-elect, that person shall assume the duties of that position immediately rather than at the beginning of the subsequent academic year. #14-15=25

## **Section 6. Selection of Committees.**

**6.1 Appointing Committee Members and Committee Chairs.** The Executive Committee, with the consent of the Senate, shall appoint for three-year terms faculty members and for two-year terms chairpersons of standing committees and subcommittees to replace those faculty members and chairpersons whose terms are about to expire. These appointments shall be on a staggered basis so that one-third of the members of each committee are replaced each year and so that the chairpersons of half the committees are replaced each year. Besides students (see By-laws 4.13), only elected Faculty Senate members shall be eligible to serve on standing Faculty Senate committees. At the May organizational Faculty Senate meeting, all newly elected senators shall submit to the Senate Chair lists of at least three standing committees and/or subcommittees on which they are willing to serve. These committees and/or subcommittees may be listed in an order of priority. A newly elected senator who will have to miss the organizational meeting shall send the list to the Faculty Senate office prior to the organizational meeting, or as soon as possible thereafter. The Executive Committee shall use these lists to nominate, during the summer, for Faculty Senate approval (see below), new committee and subcommittee members for three-year terms to replace those committee members whose terms are about to expire. When the term of a committee or subcommittee chair is about to expire, a new chair shall also be nominated for a two-year term (see By-laws 4.13). Ideally, chairs shall be chosen from those committee and/or subcommittee members whose remaining Senate terms are two years; committee chairs may, however, also be chosen from newly elected senators. While efforts will be made to nominate senators for a committee and/or subcommittee included in the list a senator submitted, there is no guarantee that this will be possible. If the only committee slots available for a senator differ from the committees contained in the list the senator has submitted, the Faculty Senate Coordinator shall contact the senator to determine whether he or she is willing to serve on a committee on which a slot is not yet filled. When the list of new members and new committee chairs is presented, at the first Fall Semester Senate meeting, to the Senate for approval, the Senate's action shall be limited to consenting to the nominees for each committee or to referring the matter back to the Executive Committee. Unless stated otherwise in the description of an individual committee, committee chairs shall be entitled to have their normal duties reduced by one-third, normal duties being specified in Article IV, paragraph 2, of the Constitution of the Faculty Senate, and entitlement shall follow automatically upon appointment. Prior to a senator's nomination for a committee connected with a workload adjustment (committee chair; serving on the Curriculum and Standards Committee or the Committee for Research and Creative Activities and simultaneously on one of its subcommittees) the senator's department chair shall be consulted about the workload adjustment. #17-18-19 #17-18-28

**6.2 Committee Vacancies Due to Resignations or Other Reasons.** If a position on a committee or subcommittee becomes vacant (resignation, retirement, or another reason), the Executive Committee shall identify and appoint an elected senator willing to serve on the committee or subcommittee for the remainder of the term of the individual whose position has become vacant. If the committee or subcommittee chair's position becomes vacant, a current member of the committee or subcommittee in question shall be appointed by the Executive Committee to serve for the remainder of the previous chair's term; the committee position the new chair occupied shall be filled in accordance with the first sentence of this paragraph. #17-18-19

**6.3** The Chairperson of the Senate with the advice of the Executive Committee and the consent of the Senate shall recommend faculty members for appointment to those University Standing Committees, Councils and Boards for which faculty representation is stipulated in the University Manual. The Senate's action shall be limited to consenting to the appointees for each committee or referring the matter back to the Chairperson and the Executive Committee. When requested to do so, the Senate shall elect faculty members to represent the general faculty on committees, councils, and boards not stipulated in the University Manual, unless the Senate decides it is inappropriate to do so. The Executive Committee shall present two nominations for each position to be filled by election. At the meeting at which an election is conducted, nominations from the floor shall be in order. #17-18-19

## **Section 7. Quorum and Meeting Times.**

**7.1** A majority of the elected Senate shall constitute a quorum except at special meetings where there shall be no quorum required if actions taken at such special meetings are to be returned to the Senate for final action.

**7.2** Regular Senate meetings shall begin at 3:00 p.m. or as soon thereafter as a quorum is determined to be present, and shall be adjourned at 5:00 p.m. When the Senate fails to complete its agenda within the time limit, the meeting either (1)

shall be recessed and reconvened one week thereafter at the usual time, or (2) shall be adjourned and the unfinished business postponed definitely until the next regular meeting of the Senate.

**7.3** Regular Faculty Senate Meetings shall be held at least once each month on Thursdays during the academic year. #~~00-01-28~~

**7.4** At all Senate meetings debate on each main motion, each amendment thereto and discussion subsequent to informational reports shall be limited to fifteen minutes. Debate may be extended in any Senate meeting by one-third vote of the members present.

## **Section 8. Voting Requirements.**

**8.1** All actions of the Senate shall be by majority vote of those present and eligible to vote, provided a quorum is present, unless otherwise specified in the Constitution and By-Laws. A vote by roll call shall be mandatory upon a motion made by one senator and seconded by one-fifth of the senators present and eligible to vote.

**8.2** Secret mail ballots of the General Faculty shall be conducted either to ratify amendments to the Senate Constitution or to recall Senate actions.

They shall be conducted as follows

The Coordinator of the Faculty Senate shall distribute a ballot to every eligible member of the faculty following a procedure adopted by the Faculty Senate. Mail shall include electronic mail.

At the end of the referendum period the ballots shall be counted and the results certified to the President of the University and to the Chairperson of the Senate. #~~06-07-41~~

## **Section 9. Parliamentary Authority.**

**9.1** The meetings of the Senate and its committees shall be conducted in accordance with the rules laid down in the latest edition of American Institute of Parliamentarians Standard Code of Parliamentary Procedure (New York: The McGraw-Hill Book Co., Inc.) except as may be provided otherwise by the Constitution and By-Laws. The Chairperson of the Senate may appoint a parliamentarian to advise him/her on parliamentary procedure. #~~18-19-31~~

## **Section 10. Disposition of Senate Action.**

**10.1** The following actions of the Faculty Senate do not require approval by the President: creation of new courses, changes to existing courses, resolutions of the Faculty Senate, the establishment of, and charge to, special Faculty Senate Committees, and the appointment of persons to special committees and those appointed under Section 6. #~~15-16-5~~

**10.2** Actions of the Faculty Senate other than those listed in 10.1 shall be transmitted promptly to the President. The President shall approve or disapprove the Senate action and return it to the Executive Committee within three weeks after passage by the Senate. When the President approves programmatic legislation, administrative officers shall be directed to review promptly resource allocation plans so that the newly legislated program may compete for resources according to the category of approval recommended by the Faculty Senate.

**10.3** When an action of the Senate has been disapproved by the President, the Executive Committee shall resubmit the action to the Senate. The Senate shall decide whether to take no further action, to confirm, to suspend, to rescind, to amend, to refer to committee, or to confirm and direct the statement. If, after transmittal to the President of the Senate's response to his/her disapproval, agreement between the Senate and the President is not reached, either party may elect to submit the matter to the RI Office of the Postsecondary Commissioner. Such transmittal from the Senate shall be by way of the President. #~~15-16-5~~

**10.4** If the President neither approves nor disapproves a Senate action within the three weeks stipulated, the Senate action will be deemed to have been approved. However, upon request by the President, together with a statement of reasons for the request, the Executive Committee shall allow a thirty-day extension of time within which the President can approve or disapprove a Senate action. Any additional extension of time beyond the thirty-day extension shall be for

specified periods and shall require the approval of the Faculty Senate, except that during the summer the Executive Committee shall have authority to grant such additional extensions of time.

**10.5** Senate actions which have been approved by the President and which require action by the RI Office of the Postsecondary Commissioner, shall be transmitted promptly by the President to the Council and shall become effective upon approval by the Council unless otherwise stipulated. #15-16-5

**10.6** If the RI Office of the Postsecondary Commissioner requests further information on a matter from the Senate, the Chairperson or his/her designated representative, or the Executive Committee of the Senate shall represent the Senate, at the discretion of the Council on Postsecondary Education. #15-16-5

**10.7** Actions of the Senate that do not require action by the RI Office of the Postsecondary Commissioner shall become effective three weeks after passage unless otherwise stipulated in the legislation, or unless the President requests an extension of time under Section 10.4, or unless a faculty review is duly called for under Article II.6 of the Constitution. If, after requesting an extension of time, the President approves the Senate action, or if, after faculty review, the Senate action stands as voted, the Senate action shall become effective immediately or as stipulated in the legislation. #15-16-5

### **Section 11. Budget Reports to the Senate.**

**11.1** In September of each year, the President shall present a State of the Budget address to the Senate. The address shall include a statement of the President's priorities for the University for the year. At the same time, a two- and three-year budget statement shall be published jointly by the President and the Vice President for Administration and Finance.

**11.2** Each May, the Vice President for Administration and Finance shall report to the Senate on the newly constructed operating budget for the upcoming fiscal year. In January, the Vice President shall present to the Senate a summary report concerning expenditures at the six-month point in the current budget cycle. If, in the judgment of the Executive Committee, significant changes subsequently develop, an additional presentation shall be scheduled.

### **Section 12. Amendment of By-Laws.**

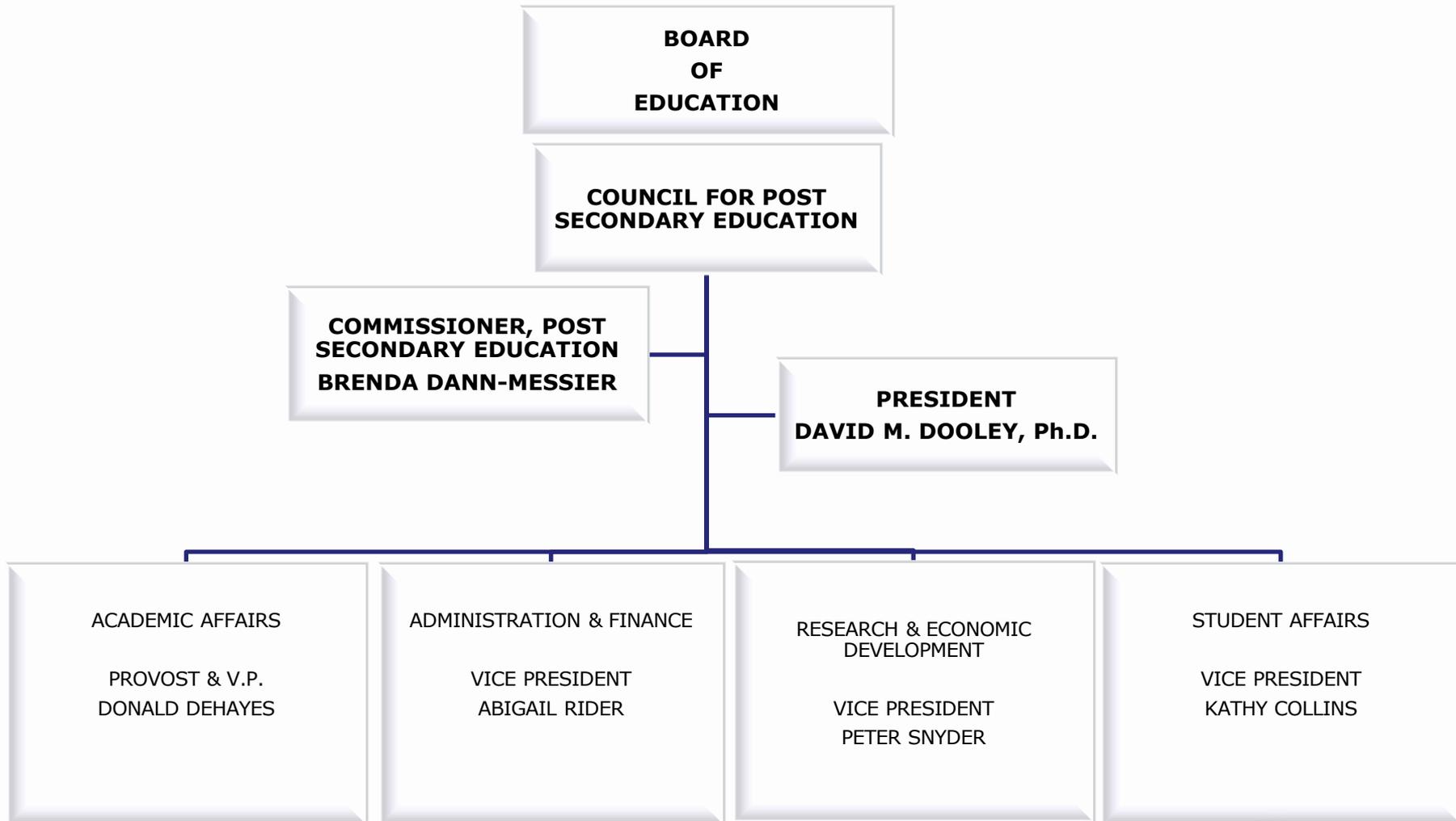
**12.1** These By-Laws may be amended by a two-thirds majority vote of the senators present and eligible to vote at a regular Senate meeting, but a proposed amendment to the By-Laws may not be voted upon at the meeting at which it is first moved.

# FY2019 ORGANIZATIONAL CHART

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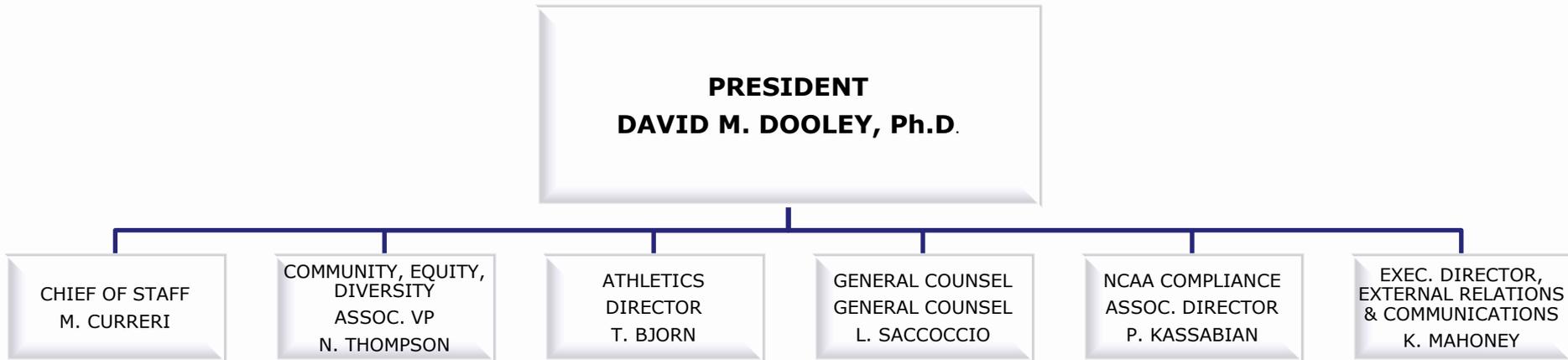
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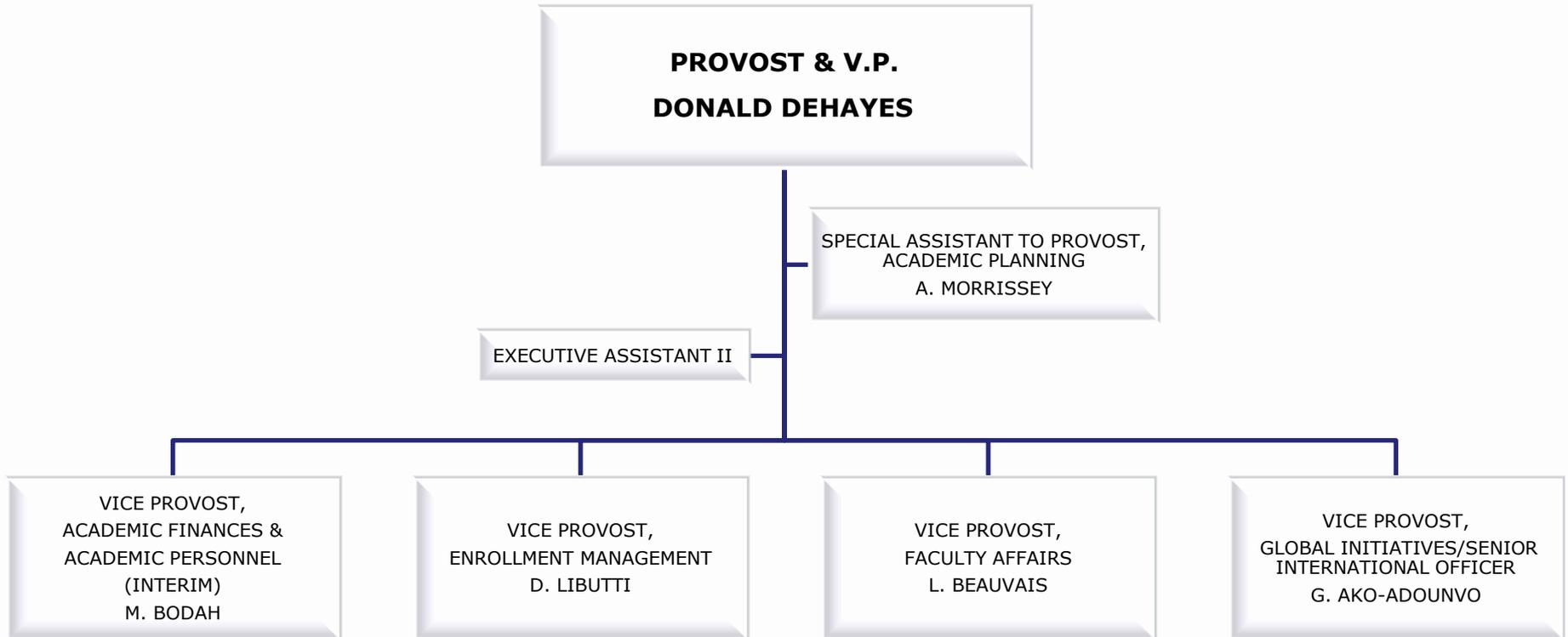
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# PRESIDENT



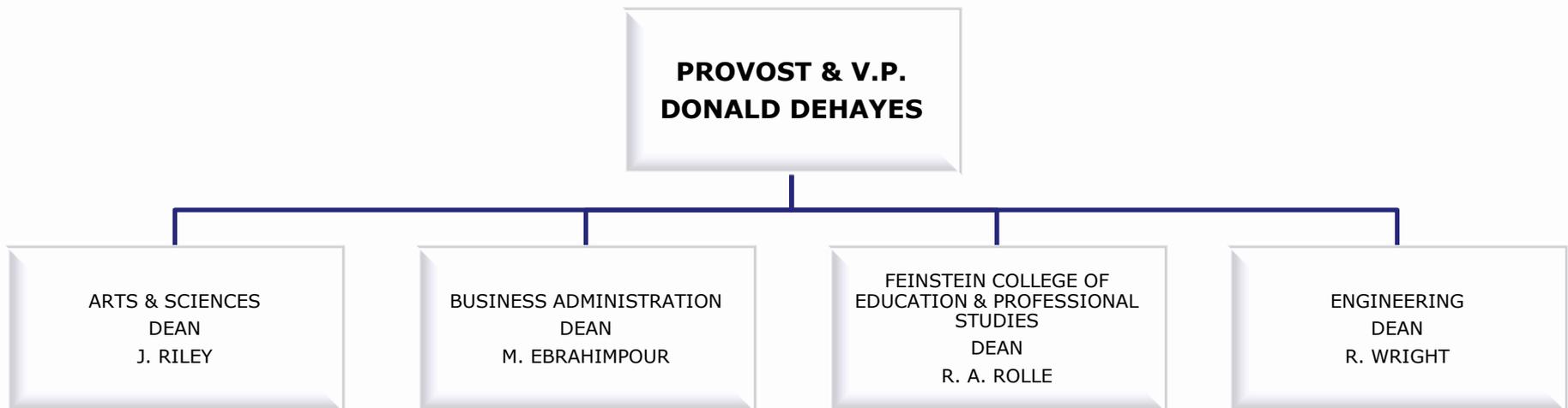
# ACADEMIC AFFAIRS



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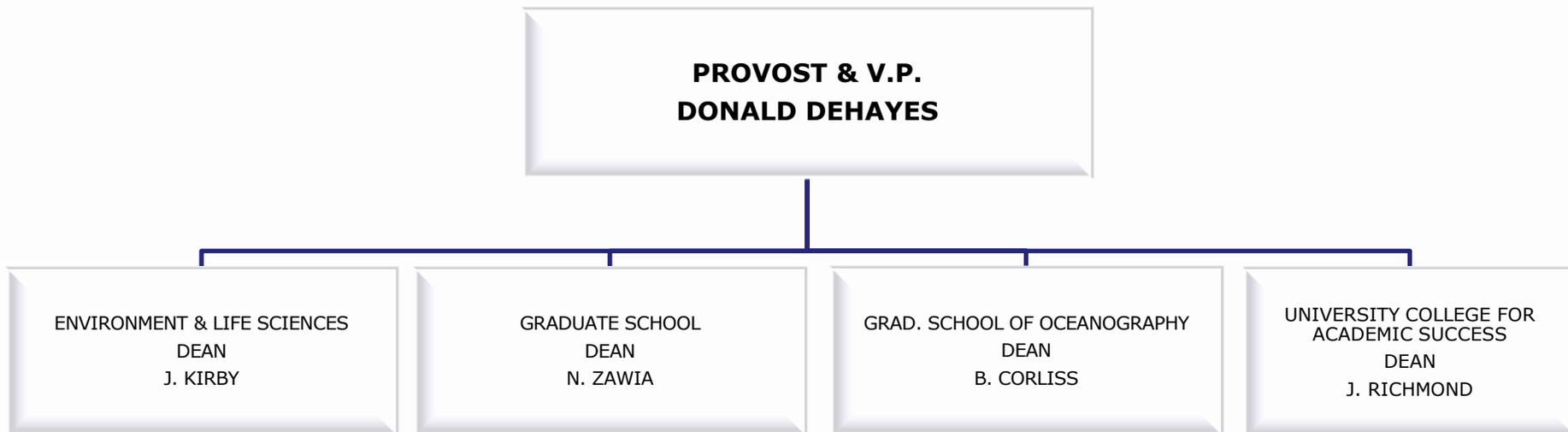
# ACADEMIC AFFAIRS (continued)



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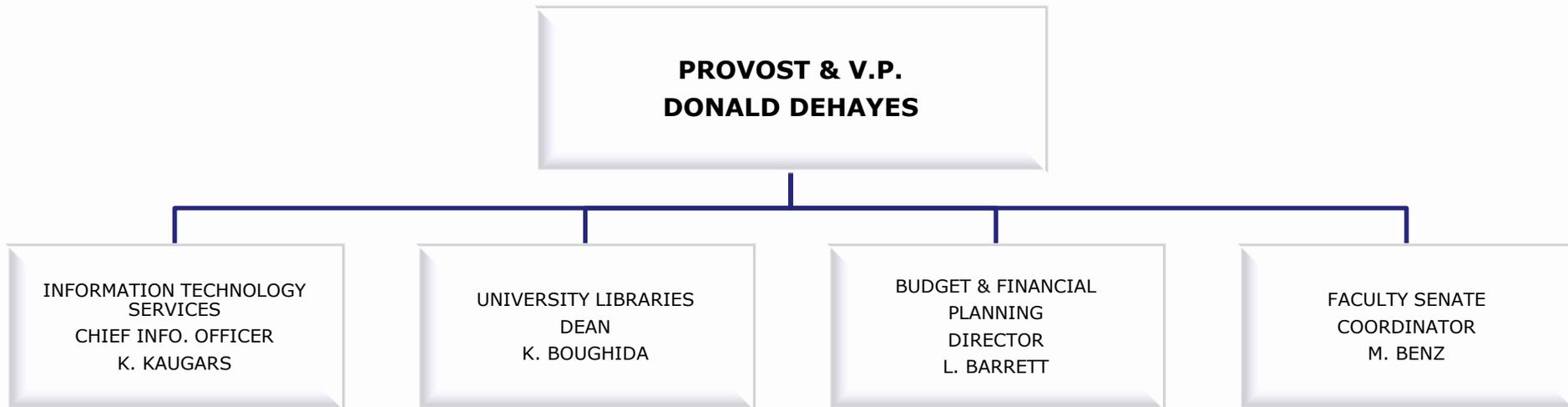
# ACADEMIC AFFAIRS (continued)



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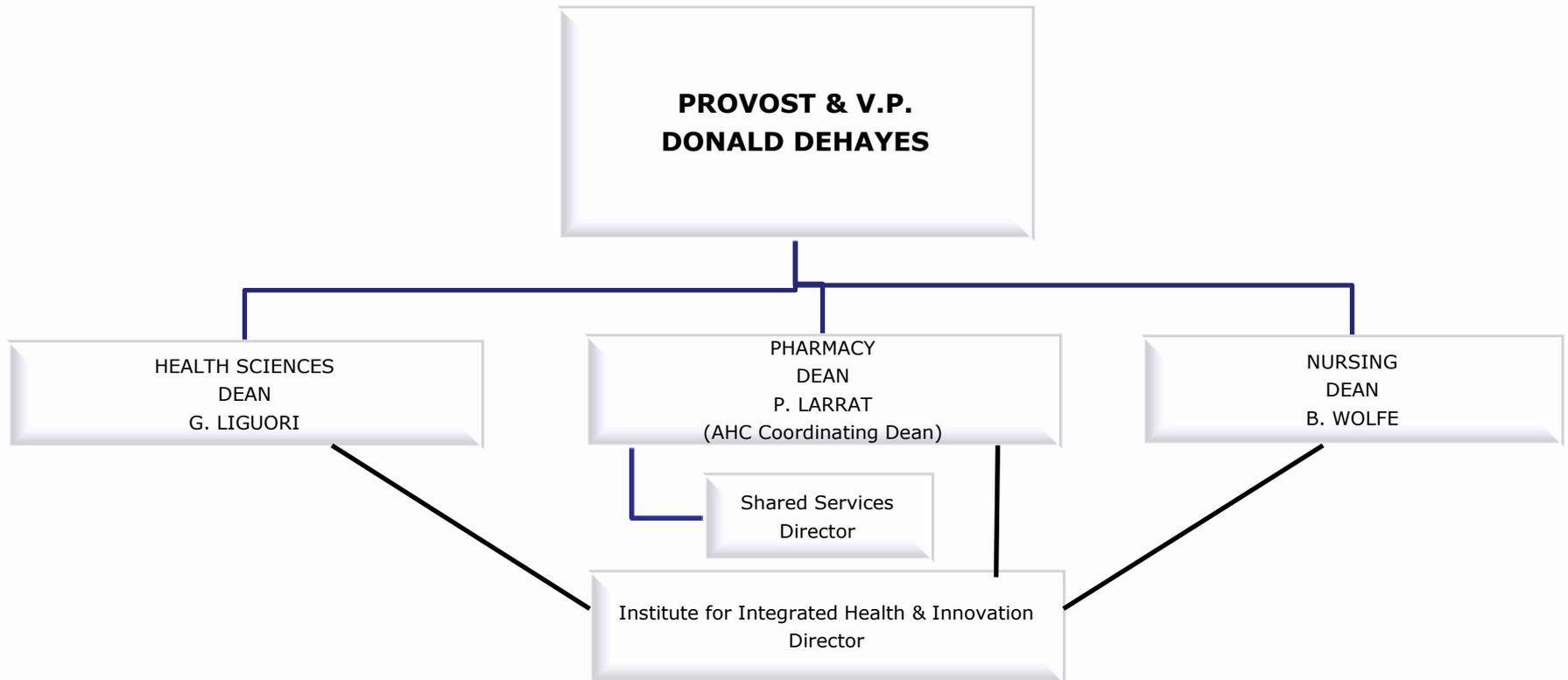
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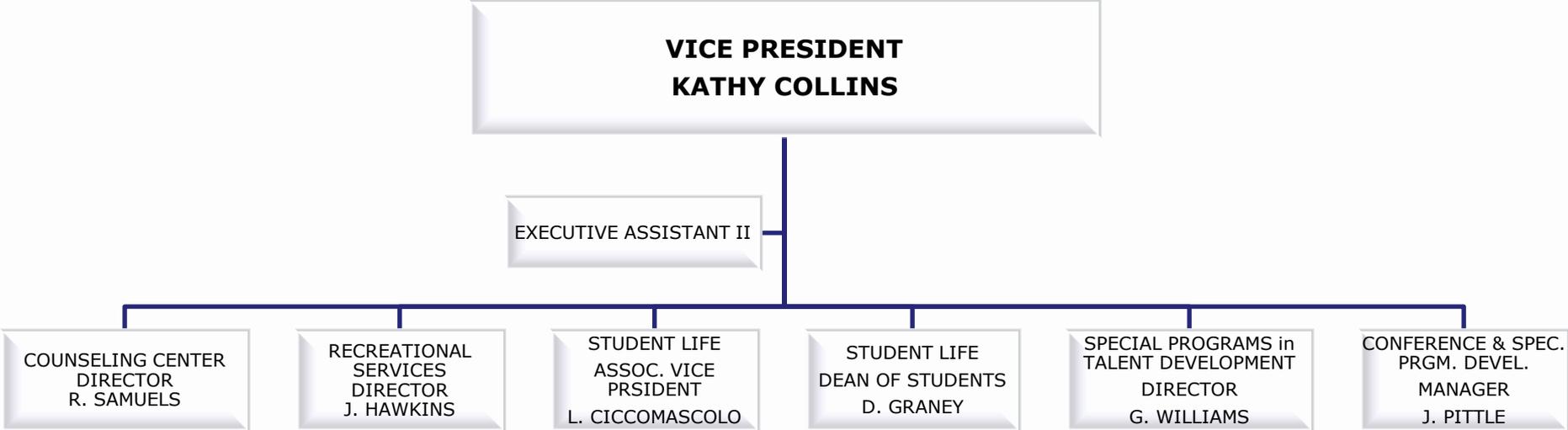
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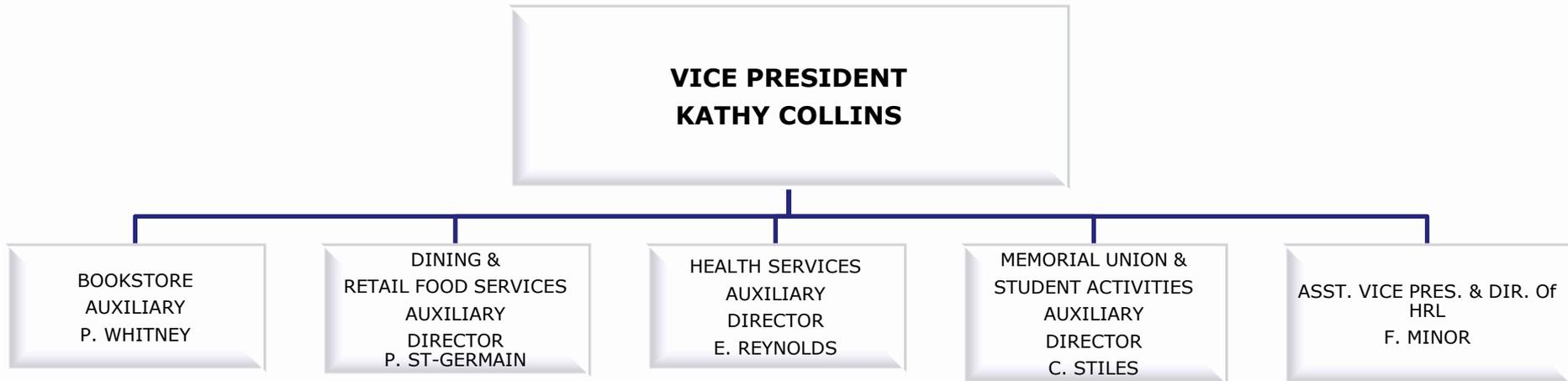
# STUDENT AFFAIRS



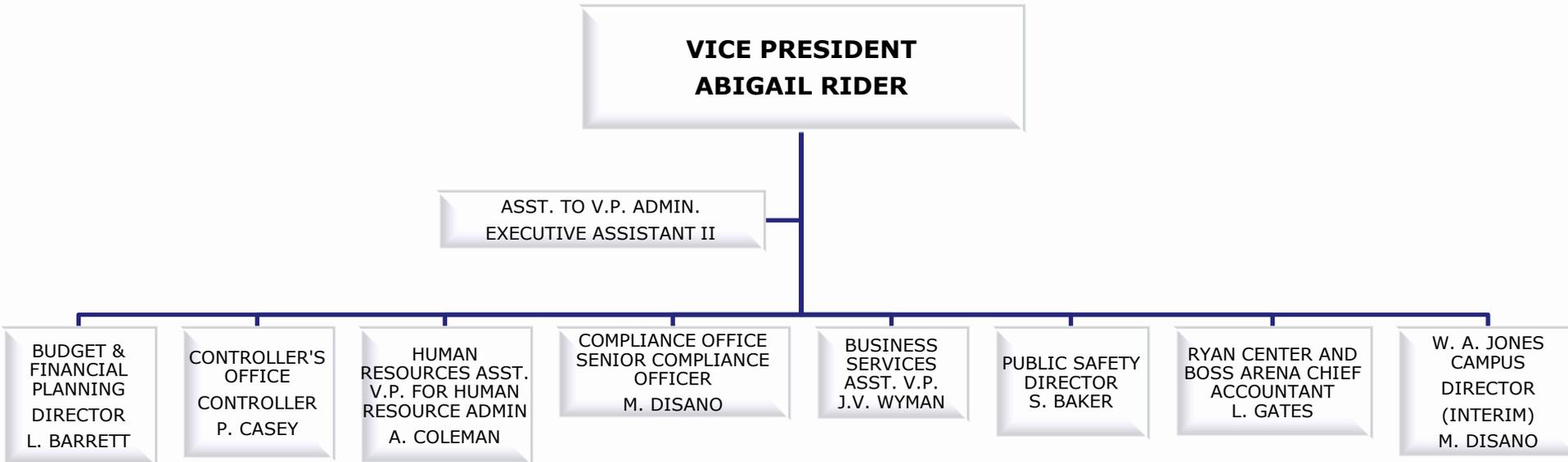
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# STUDENT AFFAIRS (continued)



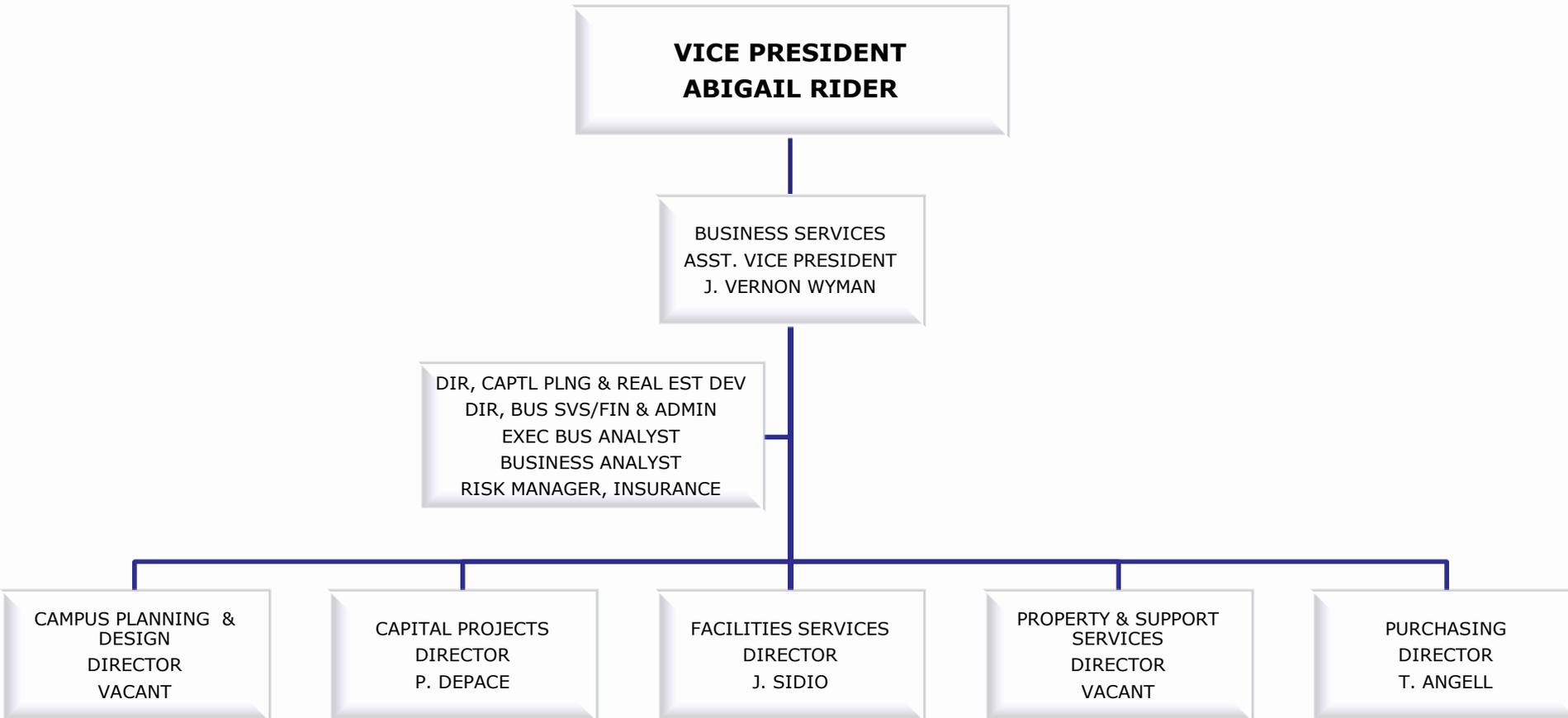
# ADMINISTRATION & FINANCE



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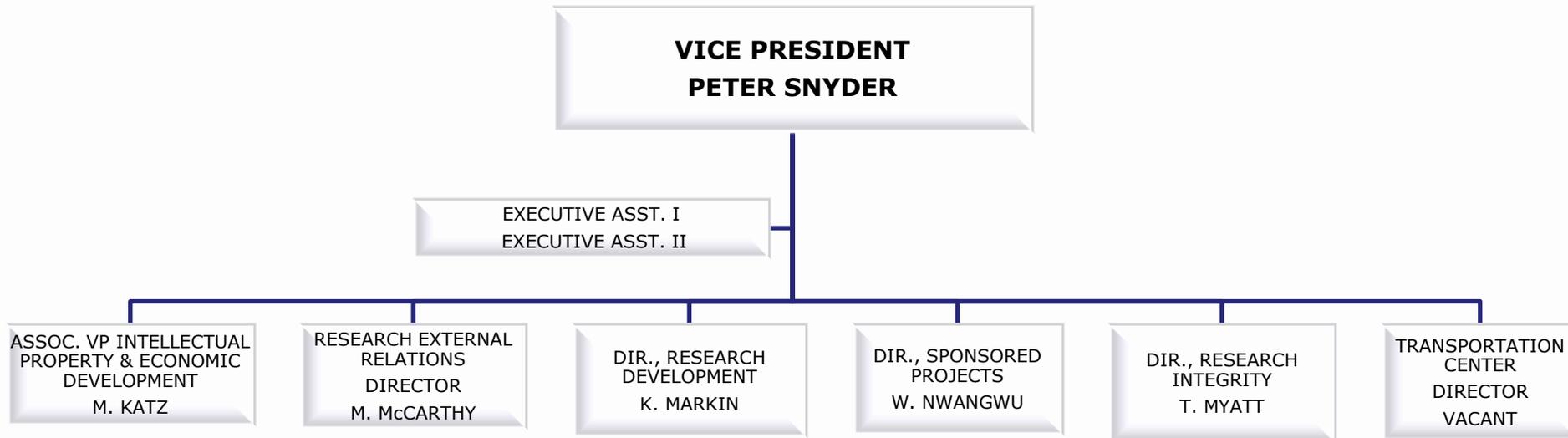
# ADMINISTRATION & FINANCE (continued)



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# RESEARCH & ECONOMIC DEVELOPMENT



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## Appendix E: Specific Procedures for Processing Curricular Materials

### General Information Curricular Procedures

**Curricular procedures** have been developed in order to facilitate the integration of curricular proposals, legislative action, the e-Campus Course Schedule, and the University Catalog. Faculty, department chairs, and college curriculum committees are asked to give very careful consideration to the completion of curricular forms. The information provided is used to directly inform the course schedule (e-Campus), academic advising, the Catalog, and in some cases, admission materials.

**Signatures of approval** verify that the information provided on a proposal is factually accurate and that all possible curricular impacts both within and outside of the originating department have been considered. Faculty proposers, department chairs, and college curriculum committees must ensure that proposals are prepared according to guidelines and are complete prior to submission.

In planning for the first offering of 1) a newly proposed course or academic program, or 2) the implementation of changes to an existing course or academic program, please be aware that the review and approval of a proposal is a **multi-step process that can take several months and is not complete until the course/course change is officially listed in e-Campus or, with regard to programs, until notification has been received from the Rhode Island Office of the Postsecondary Commissioner. To monitor the progress of a proposal, check the Proposal Tracker maintained by the Faculty Senate Office.**

It is advisable to think “a year ahead.” The length of time for full approval of program proposals often depends on the complexity of the proposal. Generally, a course proposal that is intended to be effective in a fall semester should be submitted the prior fall. There may not be sufficient time for proposals submitted in the spring to be fully approved before the end of the academic year (see [important academic year deadlines](#)). Note: only existing courses, approved for scheduling, may be listed in program proposals; only courses with approved courses may be forwarded to the Faculty Senate for approval.

- **Fully approved course changes** will be made in e-Campus for the subsequent semester **up to, but not after, the start of pre-registration for that semester (on or about mid-semester)**. Pre-registration for the Spring semester starts in mid-October; pre-registration for the Fall semester starts in early March. Contact the Senior Associate Director of Enrollment Services for exact dates.
- **Fully approved course changes to Learning Community** courses for the subsequent academic year will be made in e-Campus only up to the second week of February.
- **Fully approved new courses and temporary courses** may be added to the Course Schedule (classroom space and available meeting times permitting) up to the start of the semester in which they are to be first offered and will appear in the subsequent catalog only if officially listed in e-Campus before July 1.
- **Projected effective dates** for proposals will be implemented as requested if the curricular approval process has been fully completed within the appropriate time to meet that deadline.
- **NOTE:** Per [Section 8.81.62](#) of the University Manual, courses not taught for two successive calendar years and not scheduled to be taught for the third year will be deleted from the public list of curricular offerings (Official University Catalog).

### General Principles

The Curriculum and Standards Committee reviews undergraduate curriculum matters, including proposals for courses at the 100-, 200-, 300-, and 400-levels. The Graduate Council processes graduate curriculum matters, including proposals for courses at the 400- (for graduate credit), 500-, 600-, and 900-levels. If a proposal for a 400-level course indicates that it is to be offered for graduate credit as well as undergraduate credit, it is processed by both committees. These review committees, which meet monthly, submit approved proposals to the Faculty Senate for action (approval at a Faculty Senate meeting). Program proposals approved by the Senate require the President’s approval; new courses and course changes do not require the President’s approval. Some program proposals also require review by the Council on Postsecondary Education.

# URI Curriculum Process

See Chapter 8 of University Manual  
Part III – Procedures for Approval and Review of Courses,  
Programs, and Other Academic Ventures

Faculty Member responsible for proposal



Course proposals

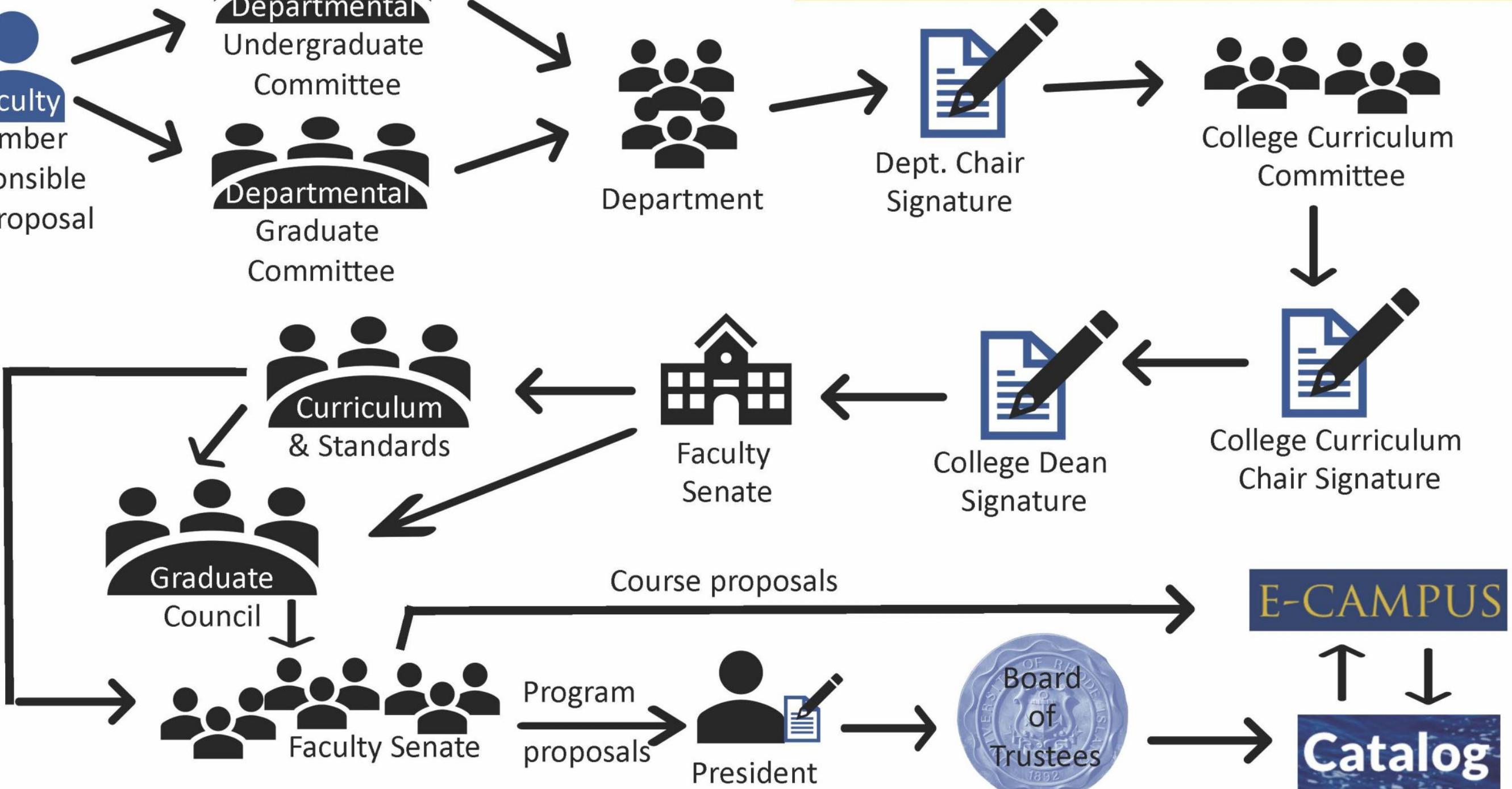


Program proposals



E-CAMPUS

Catalog



## **Appendix F: Transfer Policies**

### **POLICY FOR ARTICULATION AND TRANSFER BETWEEN PUBLIC INSTITUTIONS OF HIGHER EDUCATION IN RHODE ISLAND COUNCIL ON POSTSECONDARY EDUCATION**

#### **State of Rhode Island and Providence Plantations**

[https://www.riopc.edu/static/photos/2017/06/27/S6\\_Articulation\\_Transfer\\_062117.pdf](https://www.riopc.edu/static/photos/2017/06/27/S6_Articulation_Transfer_062117.pdf)

#### **ACTION ON POLICY**

adopted November 29, 1979 (BR)  
amended January 7, 1982 (BG)  
amended November 7, 1985 (BG)  
amended July 16, 1987 (BG)  
amended June 16, 1988 (BG)  
amended June 2, 1994 (BG)  
amended June 18, 1998 (BG)  
amended June 21, 2017 (CPE)

#### **I. Introduction**

Articulation between the educational programs of the Rhode Island public institutions of higher education is a matter of considerable importance. The relationships among the academic disciplines and between levels of coursework require clear understandings about content and purpose so that students will make progress toward their educational objectives without unnecessary disruption or duplication. Institutions within the system, therefore, are obliged to observe these guidelines and procedures for course and program articulation, and the transfer of credit.

#### **II. Purpose**

Articulation and transfer guidelines facilitate cooperation between higher education institutions for the purpose of accommodating the needs and interests of students who earn credit at one institution and choose to transfer to another. Successful transfer minimizes loss of time, duplication of coursework and added financial impact for students and optimizes the use of institutional and system resources. The policy recognizes that each institution has a separate and distinct mission, and that each has the responsibility to establish and to maintain academic quality within that mission. Underlying the policy is an attitude of mutual respect and cooperation among the institutions, and recognition that the primary objective of articulation agreements is to benefit students.

#### **III. Guiding Principles**

- A. Each higher education institution has responsibility for establishing, maintaining and communicating requirements for students seeking to complete courses and programs and to earn certificates and degrees at the institution.
- B. Each college and university has the responsibility and the authority to determine the requirements and course offering of its programs in accordance with its institutional role, internal shared governance practices, and scope and mission as established by Rhode Island statutes and the policies of the Council on Postsecondary Education.
- C. The faculty of the public institutions of higher education are acknowledged as the recognized content experts in the development of curriculum and in the approval of transfer agreements.
- D. Colleges will treat home institution and transfer students equitably. Transfer students and home institution students will not be advantaged or disadvantaged as a result of the transfer process. Transfer students shall meet comparable program requirements as are required of home institution students. No other or additional means of assessment will be

mandated for admission to the bachelor's degree institution or for the acceptance of credit, if not required of home institution students.

E. The Presidents of the public institutions of higher education shall ensure that effective transfer and articulation are considered to be an institutional priority and that all members of the academic community and staff will honor all agreements approved by their institutions.

F. Community College students who intend to transfer and earn a bachelor's degree should have regular advising which includes information on the benefits of completing the associate degree and transferring immediately and the benefits of reverse transfer.

G. Each institution recognizes the professional integrity of the other public institutions in the acceptance of credit.

#### **IV. Coordination of the Curriculum**

A. As an addition to the institutional process for the development or revision of the curriculum, faculty and transfer advising representatives of the sending and receiving institutions shall engage in discussion of curriculum changes that are likely to have an impact on existing transfer and articulation agreements at least twice during each academic year: at least once informally during the academic year and once at the annual transfer articulation meeting. Discussions should take place allowing sufficient lead time to provide an orderly change.

B. When the community college develops new lower division courses, the college must assure that the courses articulate to Rhode Island College and the University of Rhode Island as meeting general education, major prerequisite or major requirements. Courses developed to meet major requirements for career and technical programs will be exempt from this requirement if a completion bachelor's degree is not available.

C. Prior to implementation, any changes that will impact existing transfer and/or articulation agreements should include mutual consultation by the faculty at the receiving and sending institutions and notification shall be made to all academic departments and advising offices by May 15 or when new agreements are reached.

D. Once changes in lower division degree requirements are implemented, the baccalaureate institutions shall provide flexibility in meeting new requirements as needed. This policy will apply to course and degree requirements at the institutions, schools or colleges, and departments.

E. In instances where a department chair or other designated faculty or administrator has concerns regarding the articulation agreement or to a proposed change to an agreement, an appeal may be initiated in accordance with the stated Appeal Process.

#### **V. Transfer Student Admission**

A. The receiving institution will determine the admission of transfer students following an assessment of academic performance and standing as well as eligibility for entrance to a specific program. Students holding an associate degree (AA, AS, AFA, AAS, or ATS) with at least a grade point average of 2.4 from the Community College of Rhode Island shall be guaranteed admission to Rhode Island College and to the University of Rhode Island. However, acceptance to an institution does not guarantee admittance into a particular degree-granting program, major, minor, or field of concentration. Students graduating with an AAS, ATS or AFA who intend to transfer, should consult with an advisor to maximize their ability to transfer efficiently. All students will be required to complete the same formal application process as required of other transfer students applying for admission.

B. Transfer students will be held responsible for meeting the same criteria as home institution students for admission to the college or university or into specific degrees, programs, tracks or minors. Some programs have secondary admissions requirements (such as a higher grade point average). Certain practice-based majors may be closed to transfer students; the list of closed programs will be available on the transfer admission page of each public institution of higher education and on *RI Transfers*. The list of closed programs will be reviewed annually with the intent of opening them to transfer students if possible. These additional program admissions requirements will be the same

for transfer students as for home institution students. Transfer students will not be required to take an additional assessment or demonstrate a grade point average if this is not required for home institution students.

C. If the number of transfer students seeking admission to a particular program exceeds the number that can be accommodated, program admission decisions will be based on criteria developed and promulgated by the receiving institution; these criteria shall provide fair treatment for home institution students and for transfer students.

## **VI. Academic records and transcripts**

### **A. Transfer of Grades**

The grades assigned by the sending institution shall not be calculated into the Grade Point Average (GPA) earned at the receiving institution.

### **B. Academic Transcript**

Institutions shall keep a complete student academic transcript. The transcript shall clearly identify each student and include all academic work for which the student was enrolled during each semester, the end-of-semester status in each course, grade and credit awarded. The transcript shall clearly indicate the source of credit (e.g., examination, course, assessment of experiences). A statement explaining the grading policy of the institution shall be part of each transcript.

## **VII. Transfer of Credits**

### **A. Direction of Credits**

The direction of student transfer (two-year to four-year college or university, four-year to two-year, and four-year to four-year) shall not affect the transferability of credit, unless so noted.

### **B. Numerical value of credits**

The numerical value of credits shall be maintained in transfer. The receiving institution shall grant the same total number of credits as originally assigned by the sending institution. In some cases there may be a difference in the number of credits assigned to the course by each institution. In those cases, the course will receive the number of credits assigned by the sending institution with any remaining number of credits assigned as elective credits.

### **C. Age of credits**

In most cases, credit earned in a transferable course will be granted without regard to the date when the course was completed. However, when updated skills and/or knowledge is necessary for future success, students could be required to take another course or otherwise obtain current knowledge (such as required by professional accreditation agencies) to meet degree requirements. Courses that cannot be applied to requirements for the major, minor, track or concentration will be applied to general education requirements and if not applicable to general education, as elective credit. This policy applies to home credit and transfer credit.

### **D. Remedial/Developmental course credit**

Credit hours earned in remedial or developmental courses are institutional credit and are not applicable to credit hours required for any certificate, associate or bachelor's degree.

### **E. Earned Credits**

College-level credit earned with a grade of 'D' or higher at one public higher education institution shall be transferable to another as earned credit. In those instances when a grade is specified in a course as a program prerequisite or requirement, transfer students shall meet the same requirement. Credits from courses earned with D, D+, or S grades will be applicable as elective credit.

## F. Pass/Fail Credit

The application of pass/fail grading systems to transfer students shall be consistent with the application of those systems to students who entered the institution as freshmen. Transfer students should consult the catalog of the institution to which they are transferring regarding these policies.

## G. Graduate and Advanced Professional Credit

Decisions regarding the transfer of credit toward advanced degrees (master's, CAGS, doctorate) or advanced professional degrees rests with the faculty of the degree-granting division.

## VIII. Transfer of Courses

### A. Course Prerequisites

All requirements and prerequisites for entrance into courses and programs shall be stated in the official catalog in a consistent manner. The determination of such requirements and prerequisites is the responsibility of the institution awarding the degree. Transfer students who have completed equivalent prerequisite courses and achieved an acceptable grade should not be required to repeat such prerequisite courses.

### B. Transferability of Courses

College-level courses that earned credit at one institution shall be granted credit at the receiving institution. The receiving institution shall determine which courses are college-level on the basis of three standards: 1) the courses are not remedial or developmental; 2) the course carries one or more credit hours; and 3) the credit hours are eligible to be counted toward graduation at the receiving institution.

### C. Transfer of Technical/Vocational courses and programs

1. Technical/vocational courses offered by the community college that are comparable to courses in baccalaureate programs or are applicable to baccalaureate degree requirements as determined by the receiving institution shall be granted transfer credit. In addition, the development of articulation agreements which allow students to apply technical courses toward baccalaureate degree requirements is encouraged.
2. Technical/vocational secondary school courses that are comparable to courses in associate degree programs or are applicable to associate degree requirements as determined by the community college shall be granted credit as appropriate. The community college is encouraged to develop articulation agreements which will allow students to apply technical/vocational courses toward associate degrees. In addition, some courses may be awarded credit through separate articulation agreements with postsecondary career/technical schools or training entities as deemed appropriate by the community college.

## IX. Extra-institutional Learning and Evaluation for Credit

A. The determination of the credit value of non-traditional learning for credit, course waiver, or advanced standing is typically achieved through examinations or other standardized or institutionally-accepted forms of assessing prior learning.

B. The institutions of higher education are encouraged to develop procedures to evaluate and accept non-institutional learning. The acceptance of extra-institutional learning must be in compliance with the standards of the New England Association of Schools and Colleges (NEASC) [4.35 Credit for prior experiential or non-collegiate sponsored learning is awarded only with appropriate oversight by faculty and academic administration and is limited to 25% for credentials of 30 credits or fewer. When credit is awarded on the basis of prior experiential or non-collegiate sponsored learning alone, student learning and achievement are demonstrated to be at least comparable in breadth, depth, and quality to the results of institutionally provided learning experiences. The policies and procedures for the award of credit for prior or experiential learning are clearly stated and available to affected students.]

C. The institutions will employ best practices in the awarding of credit and in providing services to students. In awarding credit for extra-institutional credit, the institutions should use recognized guides and procedures which may include but are not limited to: national standardized examinations (e.g., CLEP, DSST, Excelsior/UEExcel, Advanced Placement Program); National College Credit Recommendation Service (NCCRS) or American Council on Education (ACE) guides; credit by departmental or institutional exam or review; degree-relevant extra-institutional learning credit awarded and transcribed by the Joint Services Transcripts (JST) for the Army, Coast Guard, Marines or Navy, or CCAF for the Air Force; subject matter experts, not members of the institution, who evaluate extra-institutional learning at the request of the institution; or individual portfolio assessment using the Council for Adult and Experiential Learning (CAEL) or other standardized procedures authorized with permission of the institution.

D. The public higher education institutions shall clearly state their criteria for measuring and awarding credit and publish information about its credit by examination/assessment policies in its official catalog and website.

E. For credit by examination, information must be available that includes names of tests for which credit by examination is given (Advanced Placement, general and subject matter CLEP, ACT, institutional, etc.), and score levels which indicate that coursework requirements comparable to classroom situations have been met. For the College-Level Examination Program (CLEP), the receiving institution will accept the American Council on Education (ACE) recommended credit-granting score for the year in which the examination was taken.

F. Credit awarded through examination or other forms of assessment shall be identified as such on the transcript. These transcribed credits will be honored by the receiving institution; credits accepted at a state institution of higher education through any form of prior learning assessment will be accepted by the receiving institution and to the extent appropriate shall be applied toward meeting degree requirements.

## **X. Applicability of Transfer Credit**

A. All degrees consist of credits that are applied toward the major, general education requirements and elective credits. Some students choose to use elective credits toward a second major, minor, track or concentration.

B. When students transfer after completing a designated transfer Associate of Arts, Associate of Science, or Associate of Fine Arts degree, the courses which have been approved with the intent of meeting bachelor's degree requirements will be accepted fully and will apply toward bachelor's degree requirements. When students transfer without having earned a transfer Associate of Arts, Associate of Science or Associate of Fine Arts degree, the courses will be evaluated as comparable courses to home courses according to the current information on RI Transfers.

C. Transfer courses that are identified as comparable or equivalent to home courses shall be applicable toward prerequisites and requirements in the same way as home courses.

D. Nonequivalent courses that have been evaluated as meeting the intent of general education courses by the receiving institution will be accepted as meeting general education requirements.

E. Courses that are college-level courses (not remedial or developmental) that are not accepted as equivalent courses or as meeting general education requirements will receive elective credit.

## **XI. Transfer of Associate Degrees**

A. Associate of Arts, Associate of Fine Arts, Associate of Science Degrees (AA; AFA; AS)

1. The Community College of Rhode Island will develop transfer associate degrees to eliminate obstacles in transferring to Rhode Island College and the University of Rhode Island. These degrees are intended for students who plan to complete an associate degree at the community college prior to transferring. Students who graduate with the Associate of Arts, Associate of Fine Arts and Associate of Science degrees that are designated as transfer degrees will earn sixty (60) credits that transfer and apply to a baccalaureate degree program, thereby, enabling them to transfer with junior status. It is possible that certain developmental or vocational courses may not transfer and therefore, students should confirm course transferability with an advisor. It is the expectation that students who have completed a transfer associate degree will have the same degree requirements, including the total number of credits required, as other home institution students.

2. Transfer associate degrees shall be developed for all majors that require a bachelor's degree for first careers and for all majors that are popular with transfer students as determined by the community college in consultation with the baccalaureate institutions. These transfer degree programs shall include sufficient general education coursework, major coursework and elective coursework to meet the learning outcomes required to achieve junior status in that major at the baccalaureate institutions.
3. Within the first year of the approval of this policy, the Community College will develop transfer associate degrees for the five most popular majors for transferring students. Thereafter, the community college is encouraged to continue developing transfer associate degrees until at least 60% of the total number of AA, AS, and AFA degrees are transfer degrees. The community college may develop separate transfer and career-focused tracks. By September 2019 all degrees in the Community College's catalog and student information system shall be clearly identified as transfer degrees or career-focused degrees. Some degrees may be identified as both.
4. The faculty of the community college, in consultation with the faculty of the baccalaureate institutions, will develop the curriculum of the transfer degrees. The baccalaureate institutions will be responsible for developing a list of common prerequisites and lower-division courses applicable to the major within six months of the passage of this policy and for reviewing the common lower division requirements annually prior to the annual articulation transfer meeting.
5. For Associate of Arts, Associate of Fine Arts, and Associate of Science degree programs that are not designated as transfer degrees, to the fullest extent possible, the college will include courses that transfer and apply to bachelor's degree programs.
6. The Joint Admission Agreement program shall be recognized as providing a clear transfer pathway and guidance from the associate to bachelor's degree and as meeting the goals of the transfer associate degrees.

#### B. Associate of Applied Science, Associate of Technical Studies

1. The Associate of Applied Science (AAS) and the Associate of Technical Studies (ATS) are oriented toward career and professional preparation; the primary intent of these programs is to prepare a student for entry into a particular occupation. The curricular design differs from the Associate of Arts or the Associate of Science in intentionally having more technical courses and fewer general education courses. While not intended strictly for transfer, changes in the needs of the workplace and opportunities for career growth may require the pursuit of a bachelor's degree.
2. Every effort should be made to ensure that students with an AAS shall transfer successfully either through the development of completion baccalaureate degrees (i.e., Bachelors in Technical Studies or Applied Technology) at Rhode Island College, or tracks within BA and BS degrees, or by development of program-to-program articulation agreements. When a completion degree or program-to-program articulation agreement does not exist, students with an Associate in Applied Science, Technical Studies or other applied degrees will have courses individually evaluated for transfer.
3. When the Associate of Applied Science (AAS) or Technical Studies (ATS) is used as the first two years toward a bachelor's degree, careful planning with the assistance of an advisor is required. Students who transfer with an Associate in Applied Science or Applied Technology Studies will be required to take additional general education courses upon transferring. The community college will develop guidance documents with recommendations to enable efficient transfer from the AAS and ATS degrees.

#### C. Programmatic Pathway Maps

1. Guided Pathways will be developed for each associate and bachelor's degree and will include the courses (with titles and codes) required for general education, major prerequisites and the major. The plans will be formatted into a term-by-term sequence of courses required to complete the associate degree in two years and the bachelor's degree in four years. Specific milestone courses or actions will be identified by academic term. For transfer associate degrees, the guided pathways will reflect the application of 60 credits from the associate to the bachelor's degree.
2. For Associate of Arts, Associate of Fine Arts, and Associate of Science degree programs that are not designated as transfer degrees, program transfer plans shall be developed which will show how the courses required in specific community college degree programs will transfer to specific majors at the baccalaureate institutions. Further,

wherever there are options, courses that are transferable and applicable to degree requirements will be recommended.

3. When a community college major does not have a completion degree or a corresponding bachelor's degree, the colleges are encouraged to develop programmatic transfer maps, which will provide guidance to students on the best alternatives for maximizing transfer to specific baccalaureate majors.
4. The institutions of higher education are encouraged to develop program pathway maps from the associate degree for all undergraduate majors at the baccalaureate institutions. These program pathway maps shall provide guidance for community college students by listing term-specific courses that are applicable to general education requirements, prerequisites for the major and major requirements and will include other related milestones for the bachelor's degree.
5. The colleges and university will develop meta-majors with the intent of guiding students who have not chosen specific majors to select courses that will advance them toward associate and/or bachelor's degrees. Further, the colleges and university will develop guided pathways from meta-majors to associate degree and to bachelor's degree requirements.

#### D. Completion Degrees

1. To meet the goal of increased baccalaureate attainment and support of a prepared workforce as stipulated in the Council on Postsecondary Education's strategic plan, the public baccalaureate institutions are encouraged to work with the community college to develop completion degrees for students graduating with an Associate in Applied Science, Associate in Technical Studies and other applied or technical degrees; these applied bachelor's degrees may include a Bachelor of Applied Technology, Bachelor of Technical Studies or other bachelor's degrees. These degrees will build upon the technical skills earned in the associate degree, from industry-certified credentials, technical courses taken in career-technical secondary education, or through prior learning assessment.

## **XII. General Education**

A. General education programs are determined by individual institutions, each of which has the continuing responsibility for determining the character of its own program and for its own degree purposes. General education program requirements shall be clearly stated in the institutional catalog and at RI Transfers. Students who intend to transfer to another institution should review that institution's general education requirements and discuss their plans with admissions counselors or advisors in their intended majors. [NEASC standard 4.18: The institution ensures that all undergraduate students complete at least the equivalent of 40 semester credits in a bachelor's degree program, or the equivalent of 20 semester credits in an associate degree program in general education.]

B. The public institutions of higher education are expected to be both flexible and cooperative in sharing the responsibility to maximize the transferability of general education credits. The learning outcomes that have been identified from the baccalaureate institutions' general education programs will provide the foundation for the transfer of general education credits; the receiving institutions should be flexible in interpreting transferability with the goal of identifying 30-32 credits that transfer to address the learning outcomes. The baccalaureate institutions and the community college will work together to specifically articulate how existing and future general education courses from the community college will be applied to meeting the general education transfer goals. The baccalaureate institutions will develop a written chart of the shared learning outcomes within three months of the approval of the policy.

C. The public higher education institutions will utilize the transfer database that clearly delineates transfer pathways across the public institutions to meet current and future general education learning outcomes at the baccalaureate institutions. Both the chart of shared learning outcomes and the transfer database of courses meeting these outcomes will be available at RI Transfers. All courses meeting general education outcomes in the newly developed transfer database will automatically transfer and be applicable toward the general education program at the senior institutions. To the greatest extent possible, the public colleges will identify courses that meet the learning outcomes at both of the baccalaureate institutions. Transfer students will receive an evaluation from the baccalaureate institution advising the student how the community college general education courses will apply. The goal is that students who complete these general education learning outcomes will have 30-32 credits applicable to general education at the public baccalaureate institutions.

D. The Community College, as it advances its own general education program and courses, will establish general education courses that both meet the needs of their students and satisfy the general education learning outcomes at both Rhode Island College and the University of Rhode Island. This effort will further enhance the transferability of general education credits across the three institutions. The revised Community College of Rhode Island general education program will be

presented to the Council on Postsecondary Education by no later than June 30, 2018 and implemented no later than September 1, 2019.

### **XIII. Course Listing**

A. Courses and programs that are not intended for transfer will be clearly designated and published with a clear notation in the catalog and online.

1. Course selection for students who plan to seek a baccalaureate degree at a Rhode Island public higher education institution shall be based on degree requirements published in the governing course catalog of the institution.
2. The Community College of Rhode Island must utilize a suffix for course numbers to alert students that the course may be non-transferable for a baccalaureate degree.

### **XIV. Resolution of Equivalency Disputes**

From time to time there may be interinstitutional disagreements among the faculty of subject matter disciplines. These disagreements will normally be resolved at the chairperson level. Conflicts not resolved by the chairperson will be referred to the appropriate deans for review and determination; conflicts not resolved at this level will be referred to the Academic Vice presidents/Provosts. Disputes that are not resolved at the institutional-level will be referred to the Interinstitutional Articulation/Transfer Committee. The committee will resolve the dispute or forward a recommendation to the Commissioner of Postsecondary Education. The Commissioner of Postsecondary Education may accept the recommendation or seek an alternate resolution.

### **XV. Communication of Transfer Information**

A. Interinstitutional agreements on course and program equivalencies shall be compiled regularly; the information shall be made available at the state's transfer web portal, *RI Transfers* ([www.ritransfers.org](http://www.ritransfers.org)) and shall appear in appropriate institutional publications. The transfer information available at *RI Transfers* is an integral part of the articulation/transfer policy and procedures and shall be regarded as the official resource for transfer information, along with the transfer information made available in the college catalogs, for use by students, faculty and staff. It is the responsibility of each institution of higher education to ensure that the information available on RI Transfers is current and accurate.

#### **B. Transferable Courses**

All transferable courses will be noted at *RI Transfers*. Courses may transfer as equivalent courses, as meeting general education requirements, and /or as elective credits.

#### **C. Course Equivalencies**

The institutions shall identify specific courses that are equivalent. This identification shall be on a discipline-by-discipline basis and shall be accessible at *RI Transfers*. Information about course additions, changes or deletions by an institution shall be communicated by the appropriate chairperson to the corresponding chairpersons at other institutions for equivalency evaluation before or during the annual meeting of departmental chairs.

#### **D. Program Transfer Plans**

The institutions shall develop program-to-program transfer agreements from specific majors at the community college to complementary majors at the baccalaureate institutions; these agreements shall be accessible at RI Transfers. Program transfer plans will consist of the sequence of courses to be completed to fulfill associate degree requirements at the community college and the equivalent sequences at the college and the university, where appropriate. Chairpersons shall agree on program-to-program equivalencies before or during the annual meeting of department chairs.

#### **E. Program Pathway Maps**

Program Pathway Maps are guidance documents that will be developed and will include the courses required for general education, major prerequisites and the major for bachelor's degree programs. The Program Pathway Maps will be updated annually and shall be accessible at *RI Transfers* ([www.ritransfers.org](http://www.ritransfers.org)).

## **XVI. Student Rights and Responsibility**

A. Students who intend to transfer must inform themselves of the transfer admission requirements, and the program and degree requirements of the institution to which they expect to transfer. Students are responsible for seeking out the information and advice needed to develop a course of study for transferring. Delay in choosing a major and a senior institution, changing the major or senior institution, or in not following the course of study may affect the applicability of transfer credit.

B. When a student transfers under the course-to-course option, the articulation/transfer agreement in place when that student initiates the second half of the associate degree program (31 credit hours or more) will be the agreement that governs course equivalencies for that student.

C. When a student transfers under a program-to-program transfer agreement, the student is governed by the requirements in effect at the beginning of the academic year in which the student was officially matriculated into the program. These requirements will remain in effect for that student for five years regardless of changes to individual course equivalencies.

D. If a student is not satisfied with a college or university transfer decision, the student may first appeal at the college or university -level and then at the system-level. The college or university transfer process will be accessible at RI Transfers.

E. College or university appeal: Each college and university shall establish a student appeal process for transfer decisions including the acceptance of courses, application of credit and transfer admission.

1. Each appeal decision must include an explanation of the decision. The decision must be provided to the student in writing within 30 days of receipt of the appeal.
2. The appeals procedure must be available in the college/university student handbook, catalog and on the website.
3. The student may request assistance from academic advisors or the transfer /articulation officer at the sending institution in preparing the appeal.
4. If upon completion of the appeals process at the institutional-level, the issue is not resolved, further appeal may be made at the system-level.

F. If a student is not satisfied with the college or university transfer appeals decision, the student may submit a request to the senior academic officer at the Office of the Postsecondary Commissioner for a systems-level appeal to the Interinstitutional Articulation Transfer Committee.

1. The student shall submit a letter of appeal and include the decision from the college/university- level, transcripts and other documentation.
2. The senior academic officer shall convene the Interinstitutional Articulation Transfer Committee.

If a member of the Interinstitutional Articulation Transfer Committee is directly involved in the dispute, the president of that institution shall appoint an interim member of the committee in consultation with the Commissioner of Postsecondary Education.

3. The committee may request further documentation from the sending and receiving institutions of higher education. The committee will consider the materials submitted by the student and the institutions of higher education within thirty (30) days if possible and no more than forty- five (45) days from the receipt of the request for an appeal.
4. All parties to the appeal will be notified of the date, time and location of the committee's meeting. All parties to the dispute may make an oral presentation to the committee.
5. The decision of the committee will be sent to the student and the Presidents of the higher education institutions involved in the dispute within fifteen (15) of the committee's meeting.
6. The determination of the Interinstitutional Articulation Transfer Committee shall be binding on all parties.

## **XVII. Reporting and Assessing Transfer Outcomes**

A. The Office of the Postsecondary Commissioner will be responsible for establishing monitoring and reporting systems based on uniform data collection and reporting methods to facilitate the assessment of the effectiveness of transfer policies and ensure compliance with statewide articulation and transfer policies.

B. Data collected on transfer students from the community college to a Rhode Island public institution of higher education shall include:

1. The number of students who enroll in transfer associate degree programs.
2. The number of students who complete transfer associate degrees.
3. The number of students earning transfer associate degrees that transfer to public RI baccalaureate institutions.
4. For students who transferred from the community college either with or without an associate degree, to a public baccalaureate institution:
  - a. The total number of credits earned at community college at point of transfer
  - b. The number of credits transferred
  - c. The number of students who were awarded the bachelor's degree or certificate
  - d. The students' major at the point of transfer
  - e. The students' major at the point of graduation from baccalaureate institution
  - f. The time to degree completion from baccalaureate institution
  - g. The total number of credits earned at graduation from baccalaureate institution
  - h. Comparative final cumulative grade point average earned at Community College of Rhode Island with the final cumulative grade point average earned at time of graduation from the baccalaureate institution.

C. Data collected on students who transferred from one public Rhode Island baccalaureate institution to another system baccalaureate college or university:

1. The number who transferred
2. The total number of credits earned at point of transfer
3. The number of students who were awarded a degree or certificate
4. The students' major at home institution
5. The students' major at the point of graduation from transfer institution
6. Total number of credits at graduation from transfer institution
7. Comparative final cumulative grade point average earned at home institution with the final cumulative grade point average earned at time of graduation from the transfer institution.

D. Data collected on students who transferred from a Rhode Island public baccalaureate institution to the community college:

1. The number who transferred
2. The total number of credits earned at point of transfer
3. The number of students who transferred after earning a postsecondary certificate or degree
4. The number of students who completed a degree or certificate at the community college
5. The students' major at home institution
6. The students' major at the point of graduation from the transfer institution
7. Total number of credits at graduation from the transfer institution
8. Comparative final cumulative grade point average earned at home institution with the final cumulative grade point average earned at time of graduation from the transfer institution.

E. A report will be prepared annually on the transfer outcomes and will include strategies for making further progress in assisting transfer students to complete the bachelor's degree efficiently.

## **XVIII. Interinstitutional Articulation Transfer Committee**

A. Composition of the Committee

To assure compliance with and the continuing viability of the Articulation/Transfer Policy, a permanent interinstitutional committee on articulation/transfer was established. This Articulation/Transfer Committee is comprised of eleven

members: three from each of the three public institutions of higher education plus a chairperson and a staff person from the Rhode Island Office of the Postsecondary Commissioner (RIOPC). The institutional representatives are appointed by the president of the respective institutions and are to include the institutional articulation/transfer officer. The chairperson is appointed by the Commissioner of Postsecondary Education. Committee appointments shall be reviewed every three years.

**B. Committee Responsibilities**

1.	The committee is responsible to the Postsecondary Commissioner for the following tasks:
	Soliciting suggestions from administrators, faculty and students concerning matters of articulation/transfer;
	Providing continuous evaluation and review of institutional programs, policies and procedures, and interinstitutional relationships affecting transfer of students;
	Recommending such revisions as are needed in institutional programs, policies, and procedures to promote the success and general well-being of the transfer student.
	Providing the system-level appeals of transfer decisions.

2.	The committee shall fulfill these responsibilities in the following ways:
	Recommending policy or procedural changes that would improve articulation/transfer in higher education institutions;
	Recommending resolution of course equivalency disputes between cooperating institutions;
	Conducting reviews as needed of the Articulation/Transfer Policy;
	Planning and executing the annual meeting of department chairpersons and assisting in the review of information at RI Transfers.
	Preparing a report with recommendations for developing institutional strategies that recognize the importance of transfer students, creating tailored advising support and establishing clear transfer pathways.
	Reviewing information submitted as part of the system-level review of transfer decision and making a final determination.

**C. Committee Meetings**

1. The Articulation/Transfer Committee shall be convened, as necessary, by its chairperson.

**Definition of Key Terms**

1. **Extra-institutional learning:** study or learning conducted outside of programs or courses formally sponsored for credit by colleges and universities such as non-sponsored experiential learning or prior life or work experience.
2. **General Education program:** A required component of all degrees developed by each institutions of higher education by the faculty and approved by the administration and by the Council on Postsecondary Education. The general education program is intended to ensure that all graduates of an institution have a balanced core of competencies and knowledge.
3. **Home credit:** credit awarded by a college or university for completion of its own courses or other academic work.
4. **Lower division credit:** credits at a freshman or sophomore level.
5. **Home institution student:** a degree-seeking student who entered a given college or university as a first-time freshman from high school without first matriculating at another college.
6. **New England Association of Schools and Colleges (NEASC)** – the regional organization for institutional accreditation. An institutional accrediting agency evaluates the institution as a whole, applying the standards in light of the institution’s mission. Besides assessing educational programs, it evaluates areas such as governance and administration, financial stability, physical resources, library and technology, admissions, and student services. Institutional accreditation encompasses the entire institution.
7. **Prior learning assessment:** prior learning assessment (PLA) is the term used for the means used by higher education institutions and other organizations to assess learning for the purposes of granting college credit or advanced standing in a postsecondary education program. (The Council on Adult and Experiential Learning)
8. **Receiving institution:** college or university attended by transfer student after transfer to another college.
9. **Sending institution:** college or university attended by transfer student before transfer.
10. **Transfer credit:** credit granted by a college or university for courses or other academic work completed at another institution.
11. **Upper division credit:** credit at a junior and senior level.

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## **Appendix G: University Policies**

Not all policies are available at this time.

Policies will be added as they become available.

Acceptance of Non-Cash Gifts, Other Than Real Estate, Research and Library Donations #00-2

Acceptable Use Policy – Computing and Information Technology Resources #04-1

Accommodation of Qualified Students with Disabilities #92-2

Additional Compensation and Release Time for Non-Faculty Employees #82-13

Administrative Room Entry and Search Procedure #86-1

Advance Sick Leave #83-12

Advertising Policy #99-2

Alcoholic Beverages Policy #10-1

Audio Visual Policy – – Copyrights #84-1

Breastfeeding and Lactation Support #08-1

Candidates' Travel #82-11

Catering Policy #07-1

Compensatory Time #82-3

Conduct of Employees #83-22

Conflict of Interest Policy #95-1

Discrimination Complaint Process #85-1

Dismissal and Suspension of Classified Employees #83-21

Emergency Procedures as Related to Research Laboratories & Other Special Facilities #97-1

Employee Assistance Program #80-2

Employment of Relatives and Minors #83-3

Establishing Administrative Policies #80-1

Exam Proctoring Policy for Online Courses #13-2

Exit Interviews #83-13

Fringe Benefit Eligibility #82-8

Graduate Student Payroll Policies and Procedures #03-2

Grants, Contracts and Gifts, Policy for the Administration of #00-1 (#16-17-8)

Grievance Procedures #83-15

Guidelines for Hiring (Non-Classified and Faculty Positions) #87-1

Handicapped Employees, Reasonable Accommodations for #91-1

Human Subjects, Protection of #84-2

Indebtedness to the University, Policy on #85-2

Intergovernmental Personnel Act #83-4

International Exchange Programs for Undergraduate Students #82-10

Layoffs #83-16

Leave of Absence Without Pay for Classified Employees #82-12

Life-Threatening Illnesses #89-1

Limited Period Positions #82-2

Monthly Payroll #82-1

Nepotism and Conflict of Interest #83-5

Non-Smoking #93-1

Open Access Policy #13-1 University Libraries LibGuides

Overtime Pay #82-4

Personal Leave Days #83-10

Possible Misconduct in Scholarship and Research, Policies and Procedures for Dealing with and Reporting #92-1

Postdoctoral Research Fellowships Policy #83-1

Posting of New and Vacant Positions #83-7

Pre-Employment Security Records Check #91-2

Promotion #82-5

Public Office Holding Policy #84-3

Radio Network Policy #03-1

Release Time for Non-Faculty Employees for Coursework and Seminars #82-9

Request for New Positions #83-6

Resignation #83-17

Retirement #83-18

Sexual Harassment #83-19

Sick Leave #82-6

Small Research Vessel Policy #03-3

Snow Storms and Certain Emergencies, Policies on #83-2

Space Allocation and Utilization Policy #05-1

Student Employment Policy #81-1

Student Recruitment for Employment or Volunteer Positions #90-1

Subrecipient Monitoring Policy #99-1

Temporary Faculty Eligibility for Health Benefits #83-9

Tuition Waiver #83-11

Vacation (Annual Leave) #82-7

Worker's Compensation #83-20

Working Out of Classification #83-14

World Wide Web Policy #02-1