

**UNIVERSITY MANUAL CHANGES BASED ON 2013-2014  
FACULTY SENATE LEGISLATION  
SUBMITTED TO THE CONSTITUTION, BY-LAWS AND  
UNIVERSITY MANUAL CHAIR FOR REVIEW**

The following changes to the UNIVERSITY MANUAL reflect Faculty Senate legislation approved during the 2013-14 academic year (Senate Bill numbers are in parentheses and also follow paragraphs).

**CHANGE NO. 1 (#13-14-26)**

A. Amend section 5.76.10 to read as follows:

**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](#)

B. Amend section 5.76.11 to read as follows:

**5.76.11** Each administrator evaluation committee shall normally consist of 5 members. Three members shall be selected from a slate of nominees or volunteers generated from the administrator's constituent group (defined in section 5.76.12) 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. [#07-08—4](#); [#13-14-26](#)

C. Amend section 5.76.12 to read as follows:

**5.76.12** The constituent groups shall be defined as, but not limited to, the following: a) for academic deans with college faculties: all continuing college faculty; b) for the Vice Provost for Urban Programs: all continuing faculty who are currently teaching, or who have taught at the Alan Shawn Feinstein College of Continuing Education (ASFCCE) in the preceding five years and academic department chairpersons who participate in programs at ASFCCE; c) for the Dean of University College for Academic Success: all continuing faculty who are currently teaching URI 101 or who have served as advisors to University College during the five years immediately preceding the evaluation and all academic department chairpersons; d) for the Dean of the Graduate School: all continuing graduate faculty; e) for the President, Provost and Vice President for Academic Affairs, Vice President for Research and Economic Development, and all Vice Provosts: all continuing faculty. [#07-08—4](#); [#13-14-26](#)

## **CHANGE NO. 2 (#13-14-29)**

A. Add the following new sections to the UNIVERSITY MANUAL:

**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](#)

## **CHANGE NO. 3 (#13-14-2)**

A. Amend section 8.20.50 to read as follows:

**8.20.50** 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](#)

## **CHANGE NO. 4 (#13-14-2)**

A. Amend section 8.26.13 to read as follows:

**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. #05-05-31; #06-07-32; #09-10-12; [#13-14-2](#)

#### **CHANGE NO. 5 (#13-14-2)**

A. Amend section 8.53.10 to read as follows:

**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

B. Amend section 8.53.11 to read as follows:

**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](#)

C. Amend section 8.53.30 to read as follows:

**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 Curricular Affairs Committee and/or the Graduate Council. S/U courses shall be so labeled in the University Bulletin. An S/U course is not to be counted as a course taken under the Pass/Fail grading option. Courses numbered below 100 or 500 and above 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. [#13-14-2](#)

**CHANGE NO. 6 (#13-14-2)**

A. Amend section 8.70.50 to read as follows:

**8.70.50** The J-term session runs from 2 January 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 J-term courses will be due before the spring semester begins. #12-13-21; [#13-14-2](#)

**CHANGE NO. 7 (#13-14-3)**

A. Add the following new sections to the UNIVERISTY MANUAL:

**8.86.20** Focused Review of an Academic Program. Focused Reviews outside the Academic Program Review process outlined in sections 8.86.10-14 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 8.86.10-14 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](#)

### **CHANGE NO. 8 (#13-14-26)**

A. Add the following new sections to the UNIVERSITY MANUAL:

**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](#)

B. Amend section 10.90.10 to read as follows:

**10.90.10** Faculty Evaluation of Administrators. The purpose of Administrator Evaluation is to conduct a thorough 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](#)

C. Amend section 10.90.11 to read as follows:

**10.90.11** The President, the Provost and Vice President for Academic Affairs, the Vice President for Research and Economic Development, all Vice Provosts, and all academic deans including the Dean of 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](#)

D. Amend section 10.90.12 to read as follows:

**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](#)

E. Amend section 10.90.13 to read as follows:

**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](#)

F. Amend section 10.90.14 to read as follows:

**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](#)

G. Add the following new sections to the UNIVERSITY MANUAL:

**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 continuing faculty), or a group that crosses units (graduate faculty, faculty affiliated with University College, or faculty affiliated with ASFCCE), 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](#)

H. Amend section 10.90.15 to read as follows:

**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](#)

#### **CHANGE NO. 9 (#13-14-13)**

A. Amend section 11.10.10 to read as follows:

**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](#)

B. Amend section 11.10.11 to read as follows:

**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](#)

C. Amend section 11.10.13 to read as follows:



**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](#)

D. Amend section 11.10.12 to read as follows:

**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](#)

E. Add the following new sections to the UNIVERSITY MANUAL:

**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](#)

