Responsible Executive: Provost and
Vice President for Academic Affairs
Responsible Office: Vice Provost for Faculty Affairs
Effective Date: June 5, 2018
Last Revised: Not Applicable

CONDITIONS OF FACULTY SERVICE

POLICY SUMMARY

This policy implements and supplements Arizona Board of Regents ("ABOR") Policy 6-201, which constitutes conditions of faculty employment at Northern Arizona University. In accordance with ABOR Policy 6-201, the University has set forth additional conditions of faculty service. Every faculty Notice of Appointment incorporates both the ABOR and the NAU faculty service conditions and provides that acceptance of the appointment is recognition that these documents together govern the employment relationship between the faculty member and the University. As mandated by ABOR 6-201, representatives of the Faculty Senate are appropriately involved in revising the NAU conditions of faculty service document as necessary or advisable from time to time.

REASON FOR THIS POLICY

Prudent and effective administration of the University requires that the employment relationship between the University and its faculty be clear, transparent, and properly articulated.

ENTITIES AFFECTED BY THIS POLICY

- All academic units
- Office of the Provost
- Faculty Senate, in particular the Council on Faculty Rights and Responsibilities

WHO SHOULD KNOW THIS POLICY

- All faculty
- Deans and department chairs
- Provost and vice provosts
- Faculty senators

DEFINITIONS

Conditions of Faculty Service: the rules that govern the employment relationship between Northern Arizona University and its faculty, as established by both ABOR Policy 6-201, Conditions of Faculty Service, and the *Northern Arizona University Conditions of Faculty Service* that supplements ABOR Policy 6-201.

Notice of Appointment: the contractual document by which an appointment is made to a faculty position.

POLICY

A. General

ABOR Policy 6-201, Conditions of Faculty Service, constitutes the rules that govern faculty employment at Northern Arizona University. In accordance with and as a supplement of ABOR Policy 6-201, the University has implemented the *Northern Arizona University Conditions of Faculty Service* document. Jointly, these polices govern the employment relationship between the University and its faculty and are collectively referred to herein as the "Conditions of Faculty Service."

B. Notice of Appointment

As mandated by ABOR Policy 6-201, each Notice of Appointment incorporates the Conditions of Faculty Service and provides that acceptance of the appointment is recognition that these conditions (and all other applicable ABOR or University policies) govern the faculty member's employment relationship with the University.

C. ABOR Policy 6-201, Conditions of Faculty Service

ABOR Policy 6-201, Conditions of Faculty Service, which provides that "each [Arizona] university shall establish, in consultation with the faculty senate, such additional policies and procedures consistent with [ABOR 6-201] as may be needed to carry out the Conditions of Faculty Service," contains the following provisions: 1) faculty appointment procedures, 2) types of appointments, 3) compensation and benefits, 4) duties and responsibilities, 5) post-tenure review, 6) accountability mechanisms, 7) promotion, tenure and renewal, 8) dismissal and suspension, 9) non-tenured faculty, 10) leave and pay, 11) release of faculty for budgetary reasons or programmatic changes, 12) hearing procedures, 13) conciliation/mediation, 14) review procedure for allegedly discriminatory or unconstitutional actions, and 15) faculty grievance procedures.

D. Northern Arizona University Conditions of Faculty Service

The *Northern Arizona University Conditions of Faculty Service* document contains the following provisions: 1) faculty classifications, 2) appointment policies and procedures, 3) faculty performance evaluation criteria and procedures, 4) disciplinary processes including suspension and dismissal, 5) honored faculty appointments, 6) faculty benefits, 7) grievance and dispute resolution procedures, 8) faculty committees such as promotion and tenure and annual review, 9) hiring processes for faculty and academic professionals, 10) procedures for academic reorganization, and 11) faculty review procedures for tenured and tenure eligible faculty with joint appointments in two colleges.

E. Faculty Duties and Responsibilities

In accordance with ABOR Policy 6-201, the "duties of a faculty member shall consist of those responsibilities assigned by the president of the university or an appropriate administrator, such as a vice president, dean, director or department head/chair. Teaching assignments, schedules and other instructional responsibilities shall be carried out under the direction of the president. Duties and responsibilities shall be related to the expertise and competence of the faculty members and may include sponsored or unsponsored research projects, service activities, or administrative functions." When assigning duties and responsibilities to faculty, the University's president or the appropriate administrator act as agents for the Arizona Board of Regents.

F. Revisions

The *Northern Arizona University Conditions of Faculty Service* document is reviewed annually or as needed. Revisions are approved by the Faculty Senate, the Provost, and the President. The Faculty Council on Faculty Rights and Responsibilities plays the primary role in making recommendations as to any revisions that may be necessary or appropriate from time to time. This is in accordance with its duty and obligation to "take primary responsibility for all matters of policy relating to the interests of the faculty, such as appointment, tenure, promotion, professional leave, compensation (including salary and fringe benefits), academic freedom, standards of academic performance, evaluation and assessment, conciliation issues, and professional ethics" coming before or considered by the Faculty Senate.

G. Construction

All Northern Arizona University rules and policies must comply with all applicable superior authorities. Accordingly, if a conflict or inconsistency arises between ABOR Policy 6-201 and the *Northern Arizona University Conditions of Faculty Service* document, ABOR Policy 6-201 shall govern.

RESPONSIBILITIES

Faculty Senate: annually reviews and must approve any modification of the *Northern Arizona University Conditions of Faculty* Service document.

Faculty Council on Faculty Rights and Responsibilities: in fulfilment of its charge from the Faculty Senate, annually reviews and makes recommendations for revisions of the *Northern Arizona University Conditions of Faculty Service* document.

President: annually reviews and must approve any modification of the *Northern Arizona University Conditions of Faculty Service* document.

Provost: annually reviews and must approve any modification of the *Northern Arizona University Conditions of Faculty Service* document.

Vice Provost for Academic Personnel: represents the Office of the Provost in matters relating to the University's Conditions of Faculty Service.

PROCEDURES

There are no procedures associated with this policy.

RELATED INFORMATION

Forms or Tools

There are no forms or tools associated with this policy.

Cross-References

Northern Arizona University Faculty Senate Constitution

Northern Arizona University Faculty Senate Bylaws

Sources

Arizona Board of Regents Policy 6-201

APPENDIX

Northern Arizona University Conditions of Faculty Service