

UNIVERSITY of **HOUSTON**

KATHRINE G. McGOVERN COLLEGE OF THE ARTS

Promotion & Tenure Procedures

KGMCA Bylaws, Article 8. Addendums

Ratified October 16, 2018

Article 8. Addendums

ADDENDUM 1: Promotion & Tenure Procedures

The promotion and tenure policies and guidelines provided by the Office of the Provost form the basis of all promotion and tenure decisions. Departmental guidelines and policies are subject to policies promulgated at the college and University levels. While a college or department may choose to implement more rigorous standards than those detailed in the University-level promotion and tenure guidelines, a college or department may not implement policies that result implicitly or explicitly in the application of less rigorous standards than detailed in the in the University-level promotion and tenure guidelines.

Section 1. Annual Performance Reviews and Pre-Tenure Reviews of Tenure-Track Assistant Professors

1. Every tenure-track faculty will be reviewed annually by the Director of the School or appropriate administrator according to School procedures as required under University policy. The Director will ensure that all faculty members receive the School's Annual Performance Review policy. The Director will provide the faculty member with a written summary of the APR.
2. A full pre-tenure review normally occurs in the tenure-track Assistant Professor's third year. Eligible faculty in the School will conduct a comprehensive review of his or her record of (a) scholarship, creative activities, and/or performance; (b) teaching; and (c) service to the University, community, and/or profession for the purpose of assessing progress toward tenure. Following School procedures, the Director of the School will conduct an independent review and write a letter to the faculty member discussing strengths and weaknesses of the pre-tenure portfolio. This letter will be forwarded to the Dean of the College and placed in the candidate's personnel file. This letter will play a critically important role in the promotion and tenure review.

Section 2. Procedures and Criteria for Tenure and Promotion to Associate Professor in the College

1. All College and School policies and procedures must comply with the Provost's annual Promotion and Tenure Guidelines.

2. Mandatory review for tenure and promotion will take place no later than the sixth year of a tenure-track Assistant Professor's appointment, unless the candidate received an extension of the probationary period under the provisions of the University of Houston Faculty Handbook.
3. Each School shall develop and make available to faculty members, upon their appointments, written criteria for tenure and promotion consistent with University and College policies.
4. Candidates for tenure and promotion to Associate Professor, which normally occur together, are responsible for the timely submission of tenure and promotion materials consistent with the criteria of the School, the College, and the University. Additionally, School Directors shall solicit three to six external reviews of the candidate's materials from well-qualified senior scholars in accordance with University policies. To the extent allowed by law, external reviews are to be treated as confidential and are intended to be read only by the reviewing Committees and University administrators or faculty involved in the review process. Candidates will not be shown nor have access to external letters as part of the promotion and tenure process.
5. Successful candidates for tenure and promotion to Associate Professor shall demonstrate excellence in (a) scholarship, creative activities, and/or performance, (b) teaching, and (c) service to the University, community, and/or profession as appropriate to the particular discipline. The awarding of tenure shall be based on the candidate's serious and significant contributions in scholarship, creative activities, and/or performance; the promise or achievement of a national or international reputation in his or her field; and the expectation of continued excellence in all areas throughout the candidate's career.
6. Only tenured faculty in the School may vote on the granting of tenure and the promotion to Associate Professor. All deliberations are conducted in confidence. The School Committee shall provide a written report evaluating the candidate's scholarship, creative activities, and/or performance, teaching, and service, including a recommendation based on the majority of votes cast. The Director of the School shall provide an independent written report with his or her recommendations and assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports shall not reveal the identity of the external reviewers. These reports will be submitted to

the College Tenure and Promotion Committee for review as part of the candidate's portfolio.

The College Tenure and Promotion Committee shall review the candidate's tenure and promotion materials, external review letters, the School's recommendation, and the Director's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion and tenure as well as the continuance of faculty members in the College according to University procedures, School criteria, and College standards. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. The reports of the College Committee and the Dean will be included in the portfolio, and the entirety will be submitted to the Provost's Office for review at the University level. A copy of the Committee's and the Dean's reports shall be made available to the candidate; these copies shall not reveal the identity of the external reviewers.

Section 3. Procedures and Criteria for Promotion to Full Professor in the Kathrine G. McGovern College of the Arts

1. All College and School policies and procedures must comply with the Provost's annual Promotion and Tenure Guidelines.
2. Each School shall develop and make available to faculty written criteria for promotion to Full Professor consistent with University and College policies.
3. Candidates for promotion to Full Professor are responsible for the timely submission of promotion materials consistent with the criteria of the School, the College, and the University. Additionally, School Directors shall solicit three to six external reviews of the candidate's materials from well-qualified senior scholars in accordance with University policies. To the extent allowed by law, external reviews are to be treated as confidential and are intended to be read only by the reviewing Committees and University administrators or faculty involved in the review process.
4. Successful candidates for promotion to Full Professor shall demonstrate continued excellence in (a) scholarship, creative activities, and/or performance, (b) teaching, and (c) service to the University,

community, and/or profession appropriate to the particular discipline. The promotion to Full Professor shall be based on the candidate's serious and significant contributions in scholarship, creative activities, and/or performance; the achievement of a national or international reputation in his or her field; and the expectation of continued excellence in all areas throughout the candidate's career.

5. Only Full Professors in the School may vote on the candidate's promotion to Full Professor. All deliberations are conducted in confidence. In the event that there are fewer than three Full Professors eligible to undertake the Committee review in a School, additional Full Professors will be named by the Dean to the School Committee in consultation with the Director of the School. The School Committee shall provide a written report evaluating the candidate's scholarship, creative activities, and/or performance, teaching, and service, including a recommendation based on the majority of votes cast. The Director of the School also shall provide an independent written recommendation and report with his or her assessment of the candidate's record. Copies of these reports shall be made available to the candidate; these copies shall not reveal the identity of the external reviewers. These reports will be submitted to the College Tenure and Promotion Committee for review as part of the candidate's portfolio.
6. In a School where the Director does not hold the rank of Full Professor, the Dean shall appoint a Full Professor from the School, or from another School if there are no Full Professors in the School at issue, to oversee the School's deliberations regarding a candidate's promotion to Full Professor and to provide an independent written recommendation and report with his or her assessment of the candidate's record.
7. The College Tenure and Promotion Committee shall review the candidate's promotion materials, external review letters, the School's recommendation, and the School Director's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion to Full Professor. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. The reports of the College Committee and the Dean will be included in the portfolio, and the entirety will be submitted to the Provost's Office for review at the University level. A copy of the Committee's and Dean's reports shall be

made available to the candidate; these copies shall not reveal the identity of the external reviewers.

Section 4. Reconsideration of Tenure and Promotion Decision

1. In cases of a negative recommendation, candidates for tenure and promotion to Associate Professor or for promotion to Full Professor are entitled to a reconsideration of the decisions of the School Committee, the Director of the School, the College Tenure and Promotion Committee, and the Dean. Reconsiderations are limited to errors of fact and procedure.
2. Each School shall establish procedures for reconsideration. School reconsiderations should occur before the deadline for portfolio submission to the College.
3. A candidate requesting a reconsideration of the College Tenure and Promotion Committee's decision must submit a written notification of this request to the Committee Chair within five business days of receiving the Committee's report. No later than five business days thereafter, the candidate must provide to the Committee any new evidence to strengthen his or her file or evidence to rebut statements made. When the candidate meets with the Committee, the candidate may invite the Director of his or her School or another faculty colleague to provide information to the Committee.
4. A candidate requesting a reconsideration of the Dean's decision must submit a written notification of this request to the Dean within five business days of receiving the Dean's report. No later than five days thereafter, the candidate must provide to the Committee any new evidence to strengthen his or her file or evidence to rebut statements made. When the candidate meets with the Dean, the candidate may invite the Director of his or her School or another faculty colleague to provide information to the Dean.

Section 5. Annual Merit Reviews and Post-Tenure Reviews

1. Schools shall develop their own procedures and criteria for both the annual merit reviews and post-tenure reviews, subject to the approval of the Dean with final consideration and approval by the Office of the Provost. Directors shall forward to the Dean the outcomes of annual

merit and post-tenure reviews. In both instances, recommendations will be made to the Office of the Provost in accordance with applicable policies and procedures as necessary.

Section 6. Faculty Leave as Related to Scholarship, Creative Activities, and/or Performance

1. Faculty members must engage in projects that contribute to their profession and that help them achieve tenure, promotion and national and international prominence. University of Houston policy concerning consulting and outside employment states that a faculty member who engages in consulting or other outside employment, including teaching on a temporary basis at other institutions, during a semester in which the faculty member is assigned teaching duties, must ensure that such activities do not interfere with regularly scheduled classes. Such activities must not require commitments of time averaging more than one day per calendar week (i.e., one day in seven).
2. In certain extenuating circumstances, faculty members may petition their Director for individual exceptions to the portion of the policy regarding limitations on the amount of time occupied by such activities. Petitions will be subject to the approval of the Director, the Dean, and the Provost. Petitions will be evaluated to ensure that the proposed activities benefit the faculty member, that the workload of other faculty members in the School is not adversely affected, and that the proposed activities do not adversely affect regularly scheduled classes.

Section 7. Non-Tenure-Track Promotion Committee

1. The Non-Tenure-Track Promotion Committee shall consist of a combination of Non-Tenure-Track Associate or Full Professors in addition to the members of the Tenure-Track Promotion and Tenure Committee, with a minimum of one promotion-eligible NTT faculty member. The Directors, in consultation with the Dean, shall assist in selecting the Non-Tenure-Track members to serve a one-year term. The Non-Tenure-Track members of the committee shall be of a higher ranking than the candidates being considered for promotion, or this requirement may be waived with the approval of the office of the

Provost. A Committee member from a candidate's School shall recuse him- or herself from discussions and votes on that person's candidacy.

The Committee shall make recommendations to the Dean regarding promotions as well as the continuance of faculty members in the College according to University procedures, School criteria, and the College standards set forth in these bylaws.

Section 8. Annual Reviews and Continuing Employment Reviews of Non-Tenure-Track Assistant Professors

1. Every non-tenure-track faculty member will be reviewed annually by the Director of the School or appropriate administrator according to School procedures. The Director will ensure that all faculty receive the School's Annual Performance Review policy. The Director will provide the faculty member with a written summary of the APR.
2. A full continuing employment review normally occurs in the non-tenure-track Assistant Professor's third year. Eligible faculty in the School will conduct a comprehensive review of his or her record for the purpose of assessing progress toward promotion. The areas under review for non-tenure-track promotion will be defined by the School as one or more of the following: (a) scholarship, creative activities and/or performance; (b) teaching; (c) service to the University, community, and/or profession. Following Committee review, the Director of the School will conduct an independent review and write a letter to the faculty member discussing strengths and weaknesses of the continuing employment portfolio. This letter will be forwarded to the Dean of the College and placed in the candidate's personnel file.

Section 9. Procedures and Criteria for Non-Tenure-Track Promotion to Associate Professor in the Kathrine G. McGovern College of the Arts

1. All College and School policies and procedures must comply with the Provost's annual Promotion Guidelines and applicable University policy posted on the Office of the Provost website or published elsewhere by the University.
2. Review for promotion may take place as early as the sixth year of a non-tenure-track Assistant Professor's appointment.

3. Each School shall develop and make available to faculty members, upon their appointments, written criteria for promotion consistent with University and College policies.

Candidates for promotion to Associate Professor are responsible for the timely submission of promotion materials consistent with the criteria of the School, the College and the University. Additionally, School Directors shall submit a minimum of four review letters of the candidate's materials. At least one letter shall be from outside of the School, but may be within the University. Letters external to the University may be used, but are not required. External letters should be from "arm's length" reviewers, as laid out in University Promotion and Tenure Guidelines. To the extent allowed by law, external reviews are to be treated as confidential and are intended to be read only by the reviewing Committees and University administrators or faculty involved in the review process. Candidates will not be shown nor have access to external letters as part of the promotion process.

4. Successful candidates for promotion to Associate Professor shall demonstrate excellence in at least two of the following: (a) scholarship, creative activities and/or performance; (b) teaching; (c) service to the University, community, and/or profession. The awarding of promotion shall be based on the expectation of continued excellence in these areas throughout the candidate's career.
5. Only non-tenure-track Associate and Full Professors and tenured faculty in the School may vote on the granting of promotion to Associate Professor. All deliberations are conducted in confidence. The School Committee shall provide a written report evaluating the candidate's scholarship, creative activities and/or performance, teaching, and/or service, including a recommendation based on the majority of votes cast. The Director of the School shall provide an independent written report with his or her recommendations and assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports should not reveal the identity of the solicited reviewers. These reports will be submitted to the College Promotion Committee for review as part of the candidate's portfolio.

The College NTT Promotion Committee shall review the candidate's materials, review letters, the School's recommendation, and the

Director's report, and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion as well as the continuance of faculty members in the College according to University procedures, School criteria, and College standards. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. The reports of the College Committee and the Dean will be included in the portfolio, and the entirety will be submitted to the Provost's Office for review at the University level. A copy of the Committee's and the Dean's reports shall be made available to the candidate; the reports should not reveal the identity of the solicited reviewers.

Section 10. Procedures and Criteria for Non-Tenure-Track Promotion to Full Professor in the Kathrine G. McGovern College of the Arts

1. All College and School policies and procedures must comply with the Provost's annual Promotion Guidelines and applicable University policy as posted on the Office of the Provost's website or published elsewhere by the University.
2. Each School shall develop and make available to faculty written criteria for promotion to Full Professor consistent with University and College policies.
3. Candidates for promotion to Full Professor are responsible for the timely submission of promotion materials consistent with the criteria of the School, the College and the University. Additionally, School Directors shall submit a minimum of four reviews of the candidate's materials including at least one arm's-length external reviewer. To the extent allowed by law, these reviews are to be treated as confidential and are intended to be read only by the reviewing Committees and University administrators or faculty involved in the review process.
4. Successful candidates for promotion to Full Professor shall demonstrate continued excellence in at least two of the following: (a) scholarship, creative activities and/or performance; (b) teaching; (c) service to the University, community, and/or profession. The promotion to Full Professor shall be based on the candidate's significant contributions to his or her field and the expectation of continued excellence throughout the candidate's career.

Only non-tenure-track Full Professors and tenured faculty in the department may vote on the candidate's promotion to Full Professor. All deliberations are conducted in confidence. In the event that there are no non-tenure-track Full Professors eligible to undertake the committee review in a School, additional non-tenure-track faculty may be named by the Dean to the School Committee in consultation with the Director of the School. The School Committee shall provide a written report evaluating the candidate's scholarship, creative activities and/or performance, teaching, and/or service, including a recommendation based on the majority of votes cast. The Director of the School also shall provide an independent written recommendation and report with his or her assessment of the candidate's record. Copies of these reports shall be made available to the candidate; the reports should not reveal the identity of the solicited reviewers. These reports will be submitted to the College Promotion Committee for review as part of the candidate's portfolio.

5. The College NTT Promotion Committee shall review the candidate's materials, review letters, the School Committee's recommendation, and the School Director's report and shall make written recommendations to the Dean, based on the majority of votes cast, regarding promotion to Full Professor. The Dean shall make an independent evaluation of the candidate's portfolio and provide a written report and recommendation. The reports of the College Committee and the Dean will be included in the portfolio, and the entirety will be submitted to the Provost's Office for review at the University level. A copy of the Committee's and Dean's reports shall be made available to the candidate; the reports should not reveal the identity of the solicited reviewers.

Section 11. Reconsideration of Non-Tenure-Track Promotion Decision

1. In cases of a negative recommendation, candidates for promotion to Associate Professor or Full Professor are entitled to a reconsideration of the decisions of the School Committee, the Director of the School, the College NTT Promotion Committee, and the Dean. Reconsiderations are limited to errors of fact and procedure.
2. Each School shall establish procedures for reconsideration. School reconsiderations should occur before the deadline for portfolio submission to the College.

3. A candidate requesting a reconsideration of the College NTT Promotion Committee's decision must submit a written notification of this request to the Committee Chair within five business days of receiving the Committee's report. No later than five business days thereafter, the candidate must provide to the Committee any new evidence to strengthen his or her file or evidence to rebut statements made. When the candidate meets with the Committee, the candidate may invite the Director of his or her School or another faculty colleague to provide information to the Committee.

A candidate requesting a reconsideration of the Dean's decision must submit a written notification of this request to the Dean within five business days of receiving the Dean's report. No later than five business days thereafter, the candidate must provide to the Committee any new evidence to strengthen his or her file or evidence to rebut statements made. When the candidate meets with the Dean, the candidate may invite the Director of his or her School or another faculty colleague to provide information to the Dean.

ADDENDUM 2: CIVILITY POLICY

PURPOSE

The McGovern College of the Arts embraces universal human dignity as a precious entity we inherently possess. As a college devoted to the practice and study of the arts, we value the academic, social, and broader community benefits that arise from a diverse campus committed to equity, inclusion, and accountability. Together, the McGovern College administration, faculty, and staff are vested in maintaining a diverse and supportive learning, teaching, and creative community. Our community reflects and is part of a society comprising all races, creeds, and social circumstances. Embracing our diversity is a driving force instrumental to our institution's future success. Successful participation in university affairs obliges each member of the McGovern College community to acknowledge our shared values and the basic principles that flow from those values.

SHARED VALUES

- We embrace the diversity and creativity of all college personnel and, in so doing, seek to prepare our students for future success in the arts.
- We believe in the arts' transformative power, embrace universal human dignity, celebrate our differences, and promote open expression, individuality, decency, and respect within our workplace.
- We actively promote inclusivity and strive to build and sustain a productive and innovative learning and research-driven community.
- We encourage each individual's right to think and speak freely as a means of expressing personal beliefs while being mindful of university policy and regulations.
- We uphold an individual's right to freedom of expression and commit ourselves to the highest standards of equity, civility, and decency towards all.
- We commit to creating an environment in which all manifestations of discrimination (including but not limited to those based on race, ethnicity, gender, age, disability, sexualorientation, nationality, religious or political beliefs, rank, or status in or outside the university environment) are unacceptable in our shared work environment.
- We acknowledge our society's deeply-rooted history of racism, racial violence, sexism, xenophobia, homophobia, religious intolerance, ageism, discrimination

against individuals with disabling conditions, and other conditions that create inequity. In response to such examples of bias and inequity, we uphold and promote the values of universal human dignity and mindful mutual understanding.

- We strive to apply our shared values of civility, equity, and inclusivity in our professional activities as creative artists, performers, researchers, and teachers.

POLICY

Intent

The purpose of this policy is to ensure an inclusive environment for all. Our position is driven by a commitment to protect freedom of speech and empower all community members. This policy will not be, nor is intended to be, applied arbitrarily to abuse or retaliate against faculty or staff. Accusations of incivility must not be made lightly, and selective notions of “civility” must not be assembled in a manner that aims to marginalize particular targets.

This policy provides a means for McGovern College of the Arts employees subject to acts of workplace incivility to be assured of a prompt, orderly, and fair response to their grievance or complaint. The College is committed to establishing and maintaining constructive mechanisms to resolve all acts of incivility, including those that may be accidental or unintended.

Wherever possible, employees are encouraged to pursue workplace incivility concerns through informal processes. If a grievance is unresolved through informal processes or policies and processes developed for and maintained by the McGovern College of the Arts and outlined in this document, university-specific policies and procedures may be activated.

Definitions

Incivility may take many forms and may occur among any member of the College. Verbal or physical bullying; expressions of racist, sexist, misogynistic, or homophobic slurs; threatening comments or actions; invasion of an individual’s personal space; or aggressive verbal or physical forms of humiliation or emotional harm are all unacceptable examples of incivility. Microaggressions are less overt but insidious examples of incivility as well. Microaggressions are regular and persistent statements or actions that communicate hostile, derogatory, and harmful slights; they often emphasize differences in the injured party’s race, gender, identity or sexual orientation, age, physical ability, language, and immigration status, including reminding the

individual of their historic second-class status or invoking past or current stereotypes and injustices.

Rights and Responsibilities

All university employees always have the option to report acts of incivility to University Human Resources, at <https://www.uh.edu/human-resources/>, or to the Office of Equal Opportunity Services <https://uh.edu/equal-opportunity/>.

If a student makes a formal initial incivility complaint to a faculty or staff member, that faculty or staff member will immediately instruct the student to report the incident to the Office of the Dean of Students, at <https://uh.edu/dos/behavior-conduct/incident-report/>.

Employees and students may also use the non-emergency contact for the University of Houston Police Department at 713-743-3333. In the event of an emergency, please call 911.

FACULTY

Faculty should refrain from uncivil actions when conducting university business or representing the McGovern College of the Arts. This includes all interactions (whether in person, online, or on the phone) with staff, students, and faculty colleagues inside and outside the classroom, during meetings, while conducting hiring and personnel decisions, and across social media platforms. Any breach of community values, principles, and standards within physical or online spaces is unacceptable.

Process and Procedures

Faculty incivility complaints will go to the Director of the School in which the offending faculty member works. If the claim is against a School's Director, the complaint will go to that School's committee responsible for personnel decisions (as constituted by the School's bylaws; hereafter the "faculty personnel committee").

The Director and the faculty personnel committee will serve as the disciplinary hearing committee. In cases of a conflict of interest involving hearing committee members, members must recuse themselves.

The initial complaint will include essential information: the names of the person or persons reporting the complaint, names of persons involved in the alleged incident, the time and date of the alleged incident, when and where the alleged incident occurred, the nature of the alleged incident, and any evidence that supports the complaint.

Upon receipt of the initial complaint, the Director and the faculty personnel committee's inquiry will ensue to determine the facts associated with the alleged offense. The investigation will include interviews of all parties and witnesses involved in the alleged offense. The investigation will conclude within two weeks of receipt of the initial complaint and result in a summary report written by the Director or the Director's designee. The summary report will include a summary outlining the incident, the reporting process, the proposed action taken to resolve the alleged incident, and the findings and conclusions.

The Director will submit the final summary report as an informational item to the Dean. If the Director, the faculty personnel committee, or the Dean finds that any aspect of the alleged incident falls within the Office of Equal Opportunity Services jurisdiction, that party will report the incident to EOS. Depending upon the offense stage within the progressive discipline system outlined below under "consequences," a copy of the initial complaint, the final report, or a letter of reprimand will be added to the employee's personnel file in the School.

The Director will write a formal letter to the complainant, assuring the complainant that the complaint has been addressed and closed according to procedures outlined in the policy.

This policy does not interfere with or discourage any employees from reporting incidents directly to University Human Resources or EOS. University employees can always seek guidance, support, or make formal complaints directly to Human Resources or EOS, irrespective of any departmental process. Employees or the departmental committee may also choose to include a university Human Resources representative in a departmental process.

Consequences

When possible and practical, disciplinary action will be progressive and will involve increasingly severe penalties each time an employee is disciplined for a violation of policy. The purpose of progressive discipline is to ensure that the employee is fully aware of any performance deficiencies and to provide the employee with a reasonable opportunity to improve such deficiencies.

First documented complaint: if the inquiry reveals that the faculty member has committed an infraction, a disciplinary conference will occur between the Director, the faculty personnel committee, and the faculty member to discuss the infraction. The Director will maintain a record of the meeting. The violation results in a warning but

does not become a part of the employee's official personnel record unless further corrective action occurs.

Second documented complaint: if the inquiry reveals that the faculty member has committed an infraction, a disciplinary conference will occur between the Director, the faculty personnel committee, and the faculty member to discuss the infraction. The Director will place an account of the meeting and a letter of reprimand in the employee's official personnel record. Such written notifications may not be repealed. The violation automatically results in the deduction of a whole point from the faculty member's next annual performance review score.

Third documented complaint: if the inquiry reveals that the faculty member has committed an infraction, a formal disciplinary conference will occur between the Dean, the Director, and the faculty member. The Dean will place a record of the meeting and a letter of reprimand in the employee's official personnel record. Such written notifications may not be repealed. The violation automatically renders the faculty member ineligible for a merit increase in the next annual performance review cycle in which merit increases are available.

Fourth documented complaint: if the inquiry reveals that the faculty member has committed an infraction, a formal disciplinary conference will occur between the Dean, the Director, and the faculty member. The Dean will place a record of the meeting and a letter of reprimand in the employee's official personnel record; the Dean will forward both the record of the meeting and the letter of reprimand to the Provost. Such written notifications may not be repealed. The violation automatically renders the faculty member ineligible for a merit increase in the next annual performance review cycle in which merit increases are available.

If a merit increase is not available during the academic year in which the offense is committed, the applicable penalties will occur during the next available merit cycle.

The supervisor and the employee will sign all formal disciplinary documents. The employee's signature serves as an acknowledgment of receipt of the document but does not necessarily indicate agreement with the conclusions or actions taken. If the employee refuses to sign the written document, that fact is noted on the document. The employee will receive copies of the signed documents.

STAFF

Staff should refrain from uncivil actions at all times when conducting university business or representing the McGovern College of the Arts, throughout the university

workplace, and in all interactions with faculty, students, and staff colleagues during meetings and across social media platforms. Any breach of community values, principles, and standards within physical or online spaces is unacceptable.

Process and Procedures

Staff incivility complaints will go to the immediate supervisor of the staff member against whom the complaint is directed. If the complaint is brought by a staff member against their immediate supervisor, the complaint will go to the Associate Dean. If the complaint is against the Associate Dean, the complaint will go to the Dean.

The initial complaint will include essential information: the names of the person or persons reporting the complaint, names of persons involved in the alleged incident, the time and date of the alleged incident, when and where the alleged incident occurred, the nature of the alleged incident, and any evidence that supports the complaint.

Upon receipt of the initial complaint, an inquiry by the immediate supervisor and the Associate Dean will ensue to determine the facts associated with the alleged offense. The investigation will include interviews of all parties and witnesses involved in the alleged offense. The investigation will conclude within two weeks of receipt of the initial complaint and will result in a summary report written by the immediate supervisor. The summary report will include a summary outlining the incident, the reporting process, the proposed action taken to resolve the alleged incident, and the findings and conclusions.

The immediate supervisor will submit the final summary report to the Associate Dean and as an informational item to the College's Human Resources representative (the Director of Business Operations, unless otherwise designated by the Dean). The Human Resources representative will submit the summary report as an informational item to the Dean. If the Human Resources representative is the subject of the complaint, the report will be submitted directly to the Dean. If the immediate supervisor, the Associate Dean, the Director of Business Operations, or the Dean finds that any aspect of the alleged incident falls within the Office of Equal Opportunity Services jurisdiction, that party will report the incident to EOS. Depending upon the offense's stage within the progressive discipline system outlined below under "consequences," a copy of the initial complaint, the final report, or a letter of reprimand will be added to the employee's personnel file in the School.

The immediate supervisor will write a formal letter to the complainant, assuring the complainant that the complaint has been addressed and closed according to procedures outlined in the policy.

This policy does not interfere or discourage any employees from reporting incidents directly to University Human Resources or EOS. University employees can always seek guidance, support, or make formal complaints directly to Human Resources or EOS, irrespective of any departmental process. Employees or the departmental committee may also choose to include a university Human Resources representative in a departmental process

Consequences

When possible and practical, disciplinary action will be progressive and will involve increasingly severe penalties each time an employee is disciplined for violating policy. The purpose of progressive discipline is to ensure that the employee is fully aware of any performance deficiencies and to provide the employee with a reasonable opportunity to improve such deficiencies.

First documented complaint: if the inquiry reveals that the staff member has committed an infraction, an informal disciplinary conference will occur between the staff member, the immediate supervisor, and the Associate Dean to discuss the infraction. The immediate supervisor will maintain a record of the meeting. The violation results in a warning, and the violation does not become a part of the employee's official personnel record unless further corrective action occurs.

Second documented complaint and all further documented complaints: if the inquiry reveals that the staff member has committed an infraction, an informal disciplinary conference will occur between the staff member, the immediate supervisor, and the Associate Dean to discuss the infraction. The immediate supervisor will maintain a record of the meeting. The violations will result in a half-point deduction from the staff member's next annual performance review score and initiate formal, university-specific progressive disciplinary actions. Employees are encouraged to become familiar with their rights and responsibilities as an employee.

For more information, see The University of Houston Staff Handbook and MAPP 02.04.01, available at <https://uh.edu/policies/docs/mapp/02/020401.pdf>.

WHISTLEBLOWER PROVISIONS

The law known as the "Whistleblower Act" prohibits retaliation against public employees who report official wrongdoing. The act states that "a state or local governmental entity may not suspend or terminate the employment of, or take other adverse personnel action against, a public employee who in good faith reports a

violation of law by the employing governmental entity or another public employee to an appropriate law enforcement authority.” (Tex. Gov’t Code Ann.

§554.002(a); <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.554.htm#554.002.>)

If employees believe they are being retaliated against for reporting, in good faith, unlawful acts or practices by state employees, they should report such actions to the Fraud and Non-Compliance Hotline 1-800-461-9330 or go to <https://app.convercent.com/en-us/LandingPage/b3d1c670-e06c-e711-80cf-000d3ab0d899>

University of Houston employees may contact the Office of Equal Opportunity Services at 713- 743-8835, eosinfo@uh.edu, or visit the website <https://uh.edu/equal-opportunity/make-a-report/> to file an EOS report. For more information, visit <https://www.uh.edu/equal-opportunity/>.

For more information on the University of Houston institutional compliance policy, see <https://uh.edu/compliance/faq/institutional-compliance-faq/>.

APPEALS

The University requires fair and consistent treatment for all employees during all matters related to their employment. It provides faculty, staff, and students with the right to express their grievances through multilevel procedures for redress according to existing policies and procedures. In the event of an appeal, the grievance process is intended to provide conflict resolution. Consistent with SAM [02.A.05](#) and with the stage of offense in the process outlined above, a faculty or staff member who is the subject of an incivility complaint can appeal the result according to university grievance policies and procedures.

Such a right to petition for every alleged offense will protect due process principles and the individual’s constitutional rights.

NOTE: This policy does not address allegations of unlawful discrimination, harassment, or sexual misconduct. Any claims of unlawful discrimination, harassment, or sexual misconduct are filed with the [Office of Equal Opportunity Services](#) per the University’s Sexual Misconduct Policy (SAM [01.D.08](#)) or the University’s Anti-Discrimination Policy (SAM [01.D.07](#)).

POLICY REVIEW

As an amendment to College Bylaws under Article 7, this policy applies to all faculty and staff. Information from this policy may be applied to documents produced at unit or departmental levels. All new or any major amendments to this existing document are formulated by the Faculty Governance Committee and require the Faculty Governance Committee's approval.

- (a) Policy review should consider:
 - i. whether the policy fulfills its intended purpose and is still needed
 - ii. whether the policy reflects the McGovern College current context or practices
 - iii. any lessons learned since the policy was initiated or last reviewed
 - iv. any changes to related policies or procedures in the documents
 - v. whether the policy is written in accordance with university guidelines.
- (b) Policy review should be supported by objective evidence, including feedback sought and received from policy users.
- (c) Where policy review leads to significant changes to the policy document, consultation on the amended document should occur with stakeholders.

Stages for the development and revision of this policy include:

1. Identification of the need for new policy or procedure or review of an existing policy or procedure
2. Research and data gathering
3. Draft new policy or procedures or amend existing policy or procedures
4. Circulate draft document
5. Consult with stakeholders
6. Circulate redrafted of document
7. Policy approval
8. Communication and implementation of policy

9. Maintenance and review of policy

Approvals history, Civility Policy:

Approved with no dissensions by Faculty Governance Committee, January 20, 2021 (approval by electronic vote). Sent to entire faculty for consideration.

Approved 40-3 (2 abstentions) by eligible faculty of the College, May 6, 2021.

REVISIONS LOG

Revision Number	Approved Date	Description of Changes
1	7/20/2020	<p>Article 6. Governance, Section 2. Committees, 1. Faculty Governance Committee, b. Responsibilities:</p> <p>The Faculty Governance Committee shall serve in an advisory capacity to the Dean, representing the faculty of the College, and shall meet <u>at least once</u> per semester. This Committee provides the framework for an active partnership between faculty and administration in formulating recommendations and policies affecting the academic community. The Committee will conduct Director elections and evaluations, review College Bylaws on an annual basis, conduct faculty voting on proposed amendments, and review the College budget on an annual basis.</p>
2	7/20/2020	<p>Article 6. Governance, Section 2. Committees, 2. Undergraduate Curriculum Committee, b. Responsibilities:</p> <p>The Undergraduate Curriculum Committee shall recommend to the Associate Dean undergraduate courses, School curricula, options, degree requirements, and other pertinent information normally included in the catalog. Recommendations on curricular matters will normally originate in the Schools or special committees. Such matters as core curriculum, continual review of general curricula for content, and development of interdisciplinary undergraduate programs will be considered by the Committee. The Committee will track proposals throughout the University approval process. <u>In the event that a nomination to the Undergraduate Committee of the Faculty Senate is required from the college, the Committee</u></p>

		<p><u>will nominate representatives from the college faculty.</u> <u>Nominees will be elected at large by the college faculty.</u> <u>Nominations are only required from the college in certain unusual circumstances, such as when a committee seat is vacated due to resignation or death of a committee member.</u></p>
3	7/20/2020	<p>Article 6. Governance, Section 2. Committees, 3. Graduate Curriculum Committee, b. Responsibilities:</p> <p>The Graduate Curriculum Committee shall recommend to the Associate Dean graduate courses, School curricula, options, degree requirements, and other pertinent information normally included in the catalog.</p> <p>Recommendations on curricular matters will normally originate in the Schools or special committees. Such matters as continual review of general curricula for content and development of interdisciplinary graduate programs will be considered by the Committee. The Committee will track proposals throughout the University approval process. <u>In the event that a nomination to the Graduate and Professional Studies Committee of the Faculty Senate is required from the college, the Committee will nominate representatives from the college faculty.</u> <u>Nominees will be elected at large by the college faculty.</u> <u>Nominations are only required from the college in certain unusual circumstances, such as when a committee seat is vacated due to resignation or death of a committee member.</u></p>
4	7/20/2020	<p>Article 6. Governance, Section 2. Committees, 6. Faculty Awards Committee, a. Membership:</p> <p>The Faculty Awards Committee shall be comprised of the Associate Dean as a non-voting member and two representatives from the faculty of each School of the</p>

		College. Committee members shall serve one-year terms.
5	7/20/2020	<p>Article 8. Addendums, ADDENDUM: Promotion & Tenure Procedures, Section 8. Annual Reviews and Continuing Employment Reviews of Non-Tenure-Track Assistant Professors, 2:</p> <p>A full continuing employment review normally occurs in the nontenure-track Assistant Professor's third year. Eligible faculty in the School will conduct a comprehensive review of his or her record for the purpose of assessing progress toward promotion. The areas under review for non-tenure-track promotion will be defined by the School <u>one or more</u> of the following: (a) scholarship, creative activities and/or performance; (b) teaching; (c) service to the University, community, and/or profession. Following Committee review, the Director of the School will conduct an independent review and write a letter to the faculty member discussing strengths and weaknesses of the continuing employment portfolio. This letter will be forwarded to the Dean of the College and placed in the candidate's personnel file.</p>
6	5/6/2021	Addendum: Civility Policy added to Article 8.
7	5/21/2021	<p>Article 8, Addendums, ADDENDUM 1: Promotion & Tenure Procedures, Section 7. Non-Tenure-Track Promotion Committee, 1:</p> <p>The Non-Tenure-Track Promotion Committee shall consist of nine faculty members, including three Non-Tenure-Track Associate or Full Professors plus the Tenure-Track Promotion and Tenure Committee <u>a combination of Non-Tenure-Track Associate or Full Professors in addition to the members of the Tenure-Track Promotion and Tenure Committee, with a minimum of one promotion-eligible NTT faculty member</u>. The Directors, in consultation with</p>

		<p>the Dean, shall assist in selecting the Non-Tenure-Track members to serve a one-year term. The Non-Tenure-Track members of the committee shall be of a higher ranking than the candidates being considered for promotion, or this requirement may be waived with the approval of the office of the Provost. A Committee member from a candidate's School shall recuse him- or herself from discussions and votes on that person's candidacy.</p>
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