MEMO

To: UVU Board of Trustees

From: Linda Makin, VP of Planning, Budget, and Human Resources
       Cara O’Sullivan, Policy Officer

Date: June 19, 2014

Re: Summary of Policies to be Presented at Board of Trustees, June 19, 2014

Included in this agenda for your consideration are the following policies:

Policy 302 Hiring of Staff and Student Employees (Revision)
   Note: The implementation of this revised policy includes the deletion of Policy 303, 305, and 307.
Policy 504 Excessive Credit Hours Earned Tuition Surcharge (Revision)
Policy 511 General Student Fees (New)
Policy 546 Student Consumer Complaints (New)
Policy 610 Credit Hour (New)

In accordance with Policy 101 Policy Governing Policies, President’s Council has approved these policies for submission to the board.

POLICY 302 HIRING OF STAFF AND STUDENT EMPLOYEES
Note: The implementation of this revised policy includes the deletion of Policy 303, 305, and 307. These policies are in strike-out and are included with Policy 302.

Purpose of This Policy

Policy 302 governs the hiring of staff and student employees.

Why This Policy Has Been Updated

The current policies have not been updated since 1995. It was decided to combine Policies 303, 305, and 307 into the revised 302:

- Policy 303 Hiring of Hourly and Contract Positions, Career Promotions, and Employee Reassignment
- Policy 305 Non-Faculty Positions: Posting and Waiver of Posting
- Policy 307 Criteria for In-House Applicants
POLICY 504 Excessive Credit Hours Earned Tuition Surcharge

Purpose of This Policy

This policy encourages students to avoid accumulating credit hours beyond those needed to complete a program of study and to inform students of the surcharge.

Why This Policy Has Been Updated

This policy needs to be updated to comply with changes made to Utah State Board of Regents Policy R510 Tuition and Fees, which was adopted on November 16, 2012.

POLICY 511 General Student Fees

Purpose of This Policy

This new policy brings UVU into compliance with Utah Board of Regents Policy R510 Tuition and Fees.

Why This New Policy Is Needed

Utah Board of Regents Policy R510 Tuition and Fees, section 5.3 stipulates:

- “Each institution shall establish a student fee advisory board to oversee the creation, review, and maintenance of required student fees.”
- “The institutional policy shall contain processes for the student fee advisory board to follow in the creation, review and maintenance of student fees.” This policy must include provisions for fee creation, fee review, fee maintenance, and fee reporting.

POLICY 546 Student Consumer Complaints

Purpose of This Policy

This policy provides students a venue in which to address consumer complaints they may have.

Why This New Policy Is Needed

Working with the Commissioner’s Office, Academic Affairs, Distance Education, and Compliance Services have been working together to address the requirements of the U.S. Department of Education’s State Authorization Act. USHE institutions must meet this requirement because we are subject to a consumer complaint process found in the
Policy Office

Utah Consumer Sales Practices Act. To fully comply with the regulation by the June 30, 2013, deadline, USHE institutions were asked to post language about the consumer compliant process on their websites. The language for the policy was provided by Kevin Olsen of the Utah Attorney General’s Office.

POLICY 610 CREDIT HOUR

Purpose of This Policy

In compliance with USC 34 CFR 600.2 and 600.4, higher education institutions must implement policies about the definition and assignment of credit hours.

Why This New Policy is Needed

Under the federal law, higher education institutions are required to:

- Implement a policy that includes the federal definition of credit hour and stipulates credit hours for all courses and programs at the institution;
- Implement processes to periodically review the application of its policy on credit hour across the institution to ensure that credit hour assignments are accurate and reliable;
- Document and review any variations in the assignment of credit hours to ensure that these variations conform to commonly accepted practices in higher education.
Proposed Policy Number and Title: 302 Hiring of Staff and Student Employees

Existing Policy Number and Title: 302 Hiring of Staff Employees

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NOTE: Policies 303, 305, and 307 to be deleted when this policy is approved.

Anticipated Expiration Date: __________

*See UVU Policy #101 Policy Governing Policies for process details.

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**POLICY APPROVAL PROCESS DATES**

**Policy Drafting and Revision**
- Entrance Date: 11/19/2009

**University Entities Review**
- Entrance Date: 7/10/2012

**University Community Review**
- Entrance Date: 03/20/2014
- Open Feedback: 03/20/2014
- Close Feedback: 04/21/2014

**Board of Trustees Review**
- Entrance Date: 04/24/2014
- Approval Date: MM/DD/YYYY

**POST APPROVAL PROCESS**

Verify:
- □ Policy Number
- □ Section
- □ Title
- □ BOT approval
- □ Approval date
- □ Effective date
- □ Proper format of Policy Manual posting
- □ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: __________________________

Date posted and verified: MM/DD/YYYY
1.0 PURPOSE

1.1 This policy addresses the recruitment and hiring process for only staff and student positions.

2.0 REFERENCES

2.1 Immigration Reform and Control Act of 1986

2.2 UVU Policy 165 Discrimination, Harassment, and Affirmative Action

2.3 UVU Policy 304 Employment of Relatives ("Nepotism")

2.4 UVU Policy 333 Criminal Backgrounds Checks

2.5 UVU Policy 352 Compensation for Non-Faculty Employees

3.0 DEFINITIONS

3.1 Advertising: Promoting the job opening to applicants through UVU’s employment website and through media such as newspapers or websites including those that target a field or profession.

3.2 Applicant: An individual who has submitted a formal application for a vacant position.

3.3 Candidate: An individual who is selected from the applicant pool.

3.4 Hiring Agent: Person with responsibility for hiring to fill the vacant position.

3.5 Internal Applicant: A current UVU employee who has submitted a formal application for a vacant position having met the length of service and other requirements listed in this policy.

3.6 Job Family: Grouping of positions with similar responsibilities that require similar types of training, skills, knowledge, and expertise. Job families are identified by Human Resources in collaboration with department leaders.

3.7 Job Family Promotion: Promotion of an employee from one position to another within a job family.
3.8 Staff, Full-time: Staff employees paid on the exempt/nonexempt pay schedule and hired into positions in which the University has a reasonable belief that the employee will work at least 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are offered medical benefits coverage in accordance with the University’s medical benefit plan waiting period.

3.9 Staff, Part-time: Variable hour staff and student employees paid an hourly rate (based on the exempt, nonexempt, or student/trainee pay schedule) for hours work. Pay is processed through submission of time for actual hours worked.

3.10 Student: An individual enrolled in at least one credit-bearing course during the current semester at Utah Valley University.

3.11 Student Employee: A student who performs services in the employ of the University "incident" to and for the purpose of pursuing a course of study at the institution (U. S. Treasury Regulations Section 31.3131(b) (10)-2). A student may continue to be considered a student employee when not enrolled in the current semester, if enrolled in at least one course in each of the most recent previous two semesters.

3.12 Variable hour: Employees hired into positions that are assumed to not be full-time meaning the University has a reasonable belief that the employee will not work 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are not eligible for medical benefits.

3.13 Waiver of Advertising: Approval to fill a position without advertising or reviewing of applicants.

4.0 POLICY

4.1 Utah Valley University establishes and follows hiring practices in accordance with federal and state laws governing employment including equal opportunity, affirmative action, nepotism, and immigration.

4.2 Human Resources is the central recruiting office responsible for the establishment of hiring guidelines. Hiring agents shall conduct all recruitment activities, including associated record keeping, in accordance with hiring guidelines developed and maintained by Human Resources.

4.3 To promote equal opportunity, all vacant positions shall be advertised pursuant to the hiring guideline for the position classification. Positions shall be advertised in appropriate publications according to the geographic scope of the search, affirmative action goals, and the needs and resources of the hiring department and the University. To be considered for employment, applicants must complete the university application and apply for a specific job opening.

4.4 Prior to making an offer of employment to a candidate, hiring agents must review with and receive written approval by Human Resources the terms of the offer. Offers of employment are contingent upon verification of identity, successful completion of a background check, and employment eligibility of the candidate.

5.0 PROCEDURES

5.1 Advertising
5.1.1 Advertisements must be listed on the University’s employment website during the application period unless a waiver of advertising has been approved.

5.1.2 Advertisements for staff positions shall allow for applications to be submitted for a minimum of seven (7) calendar days unless a waiver of advertising has been approved. In consultation with Human Resources, hiring agents may extend the application period beyond seven (7) calendar days and/or may advertise the position as open until filled. Advertisements for student employees may allow for applications to be submitted for a period of less than seven (7) calendar days.

5.2 Waiver of Advertising

5.2.1 In exceptional cases the advertising requirements may be waived if a formal request for a waiver of advertising is submitted to Human Resources and reviewed and approved by the appropriate vice president and/or President prior to filling the position. A formal request for a waiver includes a position description of the work to be performed, a resume or application demonstrating how the candidate meets the minimum qualifications of the position, and a written, signed memo outlining the rationale for and identifying the specific criteria met for a waiver of advertising.

5.2.2 A waiver of advertising request may only be approved if the candidate meets the minimum qualifications of the position and one or more of the following Waiver of Advertising criteria are met:

5.2.2.1 Spousal hire—In order to recruit a high caliber candidate into a position that the vice president has identified as key to the university, the spouse of the candidate may be hired into a vacant position without a search provided the spouse meets the minimum qualifications of the vacant position. The spousal hire must be approved by the vice president of the division into which the spouse is to be hired.

5.2.2.2 Previous search—The candidate applied and was interviewed within the last 12 months for a vacant staff position at the same or higher grade level with the same minimum qualifications and similar essential functions as the currently vacant position.

5.2.2.3 Paid Internship—A candidate for whom the work assignment meets a formal educational program requirement or provides specific career-related experience. Paid internships may extend for no more than one year.

5.2.2.4 Acting/interim—A temporary appointment made to a position when there is an urgent need. An acting or interim appointment may not be changed to a regular appointment without advertising the position and going through a screening and interviewing process or by following promotion procedures where the incumbent qualifies as an internal applicant. Acting or interim appointments will normally be for less than one year in duration.

5.2.2.5 Reinstatement—An employee who terminated in good standing within the previous twelve months may be reinstated to a position in the same job family at the same or lower classification as compared to the position formerly held.

5.2.2.6 Part-time to full-time conversion—When a part-time staff position is converted to a full-time staff position with the same title, duties, and classification, the incumbent employee may be hired into the new full-time staff position without a search if there are no other qualified part-time staff employees within the University.
same job family. If there are other qualified part-time staff within the same job family, job family promotion procedures may be used for selection.

**5.2.2.7** Other—A waiver may be approved if the offer of employment is made in order to settle a grievance or complaint or if the offer of employment is made in order to avoid a reduction in force.

**5.2.2.8** Institution Best Interest—A waiver of advertising may be approved by the President if he or she determines in collaboration with the Associate Vice President for Human Resources that it is in the University’s best interest to place a candidate in a vacant position without a search.

**5.3 Screening and Interviewing**

5.3.1 Screening and interviewing shall be conducted in accordance with the appropriate full-time staff, part-time staff and student employee hiring guidelines listed on the HR website.

5.3.2 The hiring agent is responsible for leading the screening and interviewing process and ensuring that all hiring participants have received and adhere to required hiring training.

**5.4 Internal Searches**

5.4.1 A hiring agent, in consultation with Human Resources, may choose to conduct an internal job family promotion if an employee or employees have developed the necessary qualifications for a vacant position through their experience in the job family or department. Eligible employees will be able to apply for the position by invitation only. Screening and interviewing for job family promotion shall be conducted in accordance with hiring guidelines listed on the HR website. To be considered for job family promotion, employees must meet the minimum requirements of the position and qualify as internal applicants by meeting at least one of the following criteria:

1) Part-time staff (non-student) employee working a minimum average of 20 hours per week for at least 6 consecutive months immediately prior to the position’s opening date.

2) Full-time staff employee working a minimum average of 30 hours per week for at least 6 consecutive months, immediately prior to the position’s opening date.

5.4.2 Searches may be limited to internal applicants when there is a possibility of recruiting a current university employee with the appropriate skill set and qualifications. To be considered for internal only searches, employees must meet the minimum requirements of the position and qualify as internal applicants. Internal applicants must meet at least one of the following criteria:

1) Adjunct faculty status for at least two full semesters immediately prior to the position’s opening date.

2) Part-time staff (non-student) employee working a minimum average of 20 hours per week for at least 6 consecutive months immediately prior to the position’s opening date.

3) Full-time staff employee working a minimum average of 30 hours per week for at least 6 consecutive months immediately prior to the position’s opening date.
5.4.3 Pay increase for the candidate selected through internal search will be determined in accordance with Policy 352 *Compensation for Non-Faculty Employees.*

5.5 Employment Eligibility

5.5.1 Offers of employment are contingent upon:

5.5.1.1 The results of any background checks in accordance with Policy 333 *Criminal Background Checks*, drug tests, and any other pre-employment tests required for the position.

5.5.1.2 Verification of identity and employment eligibility. To ensure compliance with federal and state laws and regulations relating to immigration and the verification of identity and employment eligibility, all new employees must submit acceptable documentation and sign a Form I-9 on or before the first day of work.

5.5.1.3 Compliance with UVU Policy 304 *Employment of Relatives* (“Nepotism”).

5.6 Applicant Complaints

5.6.1 Applicants may direct questions or complaints regarding staff and student hiring processes and decisions to the Associate Vice President for Human Resources. The Associate Vice President, or designee, shall respond to and seek appropriate resolution of applicants’ questions or complaints.

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Utah Valley University
Policies and Procedures

Title
Hiring of Salaried and Hourly Positions
Number
302

Section
Human Resources
Approval Date
Aug 07,1995
Subsection
Hiring Practices
Effective Date
Aug 07,1995

I. Policy

A. POLICY

1. All recruiting, advertising, and hiring decisions shall conform with applicable institution
   equal employment opportunity, affirmative action, and related policies, Board of Regents
   rules and regulations, and federal and state laws, rules, and regulations.

2. Human Resources shall serve as the central recruiting office for the institution and shall
   review and monitor all materials and procedures used during the recruiting, advertising,
   and hiring process to ensure compliance with the applications, recruiting records, and
   specific procedures related to employment maintained by that office.

3. The President shall make appointments and approve positions and rates of pay at the
   institution. New appointments and other appropriate personnel changes shall be reported to
   the Board of Trustees as information items.

4. Utah Valley University is committed to establishing, maintaining, and supporting a drug
   and alcohol-free workplace and a safe and secure work environment.

5. UVU complies fully with the Immigration Reform and Control Act of 1986; all new
   employees must submit verification of employment eligibility and identity and sign a Form
   I-9 at the time of hire.

B. SALARIED POSITIONS

1. New applications for salaried positions are accepted only when openings actually occur.
   Applicants are required to submit a new application for each vacancy based on the specific
   requirements of that position.

2. All openings for salaried positions are posted at the Provo Job Service and advertised in
   the Provo Daily Herald. Professional/Administrative positions are also advertised, at a
   minimum, in the Salt Lake Tribune and the Deseret News. Applicants should stay alert to
   these recruiting sources, and then be certain to submit an official UVU application and any
   required supporting documents by the deadline date for any particular opening. They may
   also call the job hotline, 863-8185, or contact Human Resources to determine current and
   anticipated job openings.

C. HOURLY POSITIONS MAY BE FILLED

1. Informally, without a formal screening/interviewing committee.
   When this option is exercised, the position must be posted and competition ensured. To
   ensure compliance, the administrator will provide documentation of the hiring process to
   the Office of Human Resource Services upon request.
In the event that the administrator converts the hourly position to a contract position, the hourly employee hired under this option must compete formally with the general public according to screening/interviewing procedures in order to move into the full-time contract position.

The Office of Career Employment Services is the central recruiting point for all student hourly positions to be filled informally. Priority will be given to all on-campus positions, and job openings will be immediately posted when received. Applicants will be referred to the requesting department for interviewing and hiring. Procedural guidelines are available in the Office of Career Employment Services.

2. Formally, according to screening/interviewing procedures.

Should a formally screened/interviewed hourly position be converted to a contract position, the hourly employee hired through the formal process may be moved into the full-time contract position without further competition.

An hourly employee hired through the formal screening process is also eligible to compete for other contract positions advertised in-house.

The Office of Human Resource Services is the central recruiting point for all regular hourly positions to be filled formally.

An official UVU application form is required for all non-faculty positions.

D. STUDENT EMPLOYMENT

Student employment is handled by the Office of Career Employment Services and individual hiring departments.
1.0 PURPOSE

2.0 REFERENCES

UVU Policy 635 Faculty Academic Freedom, Professional Rights, and Responsibilities

3.0 DEFINITIONS

3.1 PACE: Professional Association of Campus Employees

4.0 POLICY

4.1 Policy

4.1.1 This policy is intended to ensure that all employment decisions are made on the basis of an individual's qualifications without regard to race, color, religion, age, sex, national origin, pregnancy-related condition, disability, or status as disabled veterans or veterans of the Vietnam era; that all vacant positions are filled with the most qualified applicants; and that employees are provided opportunity to compete for advancement. The policy applies to all professional, administrative, classified and executive (PACE) positions as follows:

NOTE: Faculty positions are addressed in UVU Policy 635 Faculty Academic Freedom, Professional Rights, and Responsibilities

4.2 Hourly Positions

4.2.1 Hourly positions may be filled:
1) Informally, without a formal screening/interview committee. When this option is exercised, the position must be posted and competition ensured. To ensure compliance, the administrator will provide documentation of the hiring process to Human Resources upon request. In the event that the administrator converts the hourly position to a contract position, the hourly employee hired under this option must compete with the general public in order to move into the full-time contract position. The Cooperative Education Center (CEC) shall serve as the central recruiting point for all PACE hourly positions to be filled informally. Priority will be given to all on-campus positions, and job openings will be immediately posted when received. Applicants will be referred to the requesting department for interviewing and hiring. Procedural guidelines are available in the CEC.

2) Formally, according to the screening/interviewing procedures. Should the hourly position be converted to a contract position, the hourly employee hired through the formal screening process may be moved into the full-time contract position without further competition. An hourly employee hired through the formal screening process is also eligible to compete for other contract positions advertised in-house. Human Resources shall serve as the central recruiting point for all hourly positions to be filled formally.

4.3 Contract Positions

4.3.1 Human Resources shall serve as the central recruiting point for all full-time contract positions. Contract positions will be filled on the basis of merit consistent with the formal employment, screening, and placement procedures of that office.

4.4 Career Promotions

4.4.1 Career Ladder Position

4.4.1.1 Formal procedures need not be applied to a previously screened employee who was hired with the intent that the employee would be prepared/trained for a higher-level position. Established "career ladders" must be documented in the job announcement and on the hiring Personnel Action Form (PAF). Promotion of an employee under this provision will be made only after documented performance and qualification data indicate that the employee is performing the higher-level duties and responsibilities successfully. Certification that the requirements of the higher-level position have been met must be documented fully on the promotion PAF.

4.4.2 Reclassification of Incumbent Position

4.4.2.1 A career promotion may be made when an incumbent position is reclassified to a higher grade as a result of added duties and responsibilities. Both the incumbent's supervisor and Human Resources will certify that:
1) There are no other employees supervised by the incumbent's supervisor who are performing the same duties as those performed by the incumbent employees prior to addition of new duties and responsibilities.

2) The addition of the new duties and responsibilities does not result in an adverse impact on another employee, and

3) The incumbent employee meets all qualifications for the new position.

4.4.3 Job Family Promotion

4.4.3.1 There may be instances when it is advantageous to automatically consider employees for promotion in a job family. An administrator may request the names of employees in a particular job family at grades lower than the position being filled when experience in the job family has provided the knowledge, skills, and abilities required by the position to be filled. In this case, no job announcement will be made. Records will be maintained in Human Resources to support the automatic consideration decision and to reflect the employees who were considered and interviewed for the promotion. If fewer than 10 employees in the job family are interested in the promotion, screening will not be required.

4.5 Employee Reassignment

4.5.1 In some instances, such as to avoid termination of an employee whose position has been eliminated or to implement a more effective organizational structure, it may be necessary to reassign an employee to a position having no known promotion potential or no higher promotion potential than the employee's current position. If an employee fails to consent to such reassignment, a notice setting forth the reasons prompting the action must be given to that employee prior to the reassignment. The notice will include any grievance/appeal rights to which the employee is entitled.

4.5.2 Reinstatement of Former Employees

4.5.2.1 Formal procedures need not apply when a department desires to reinstate a former employee who was selected through the formal screening/interviewing process, to a full time contract position. To be eligible for reinstatement, a former employee must have terminated in good standing within the previous three years and may be reinstated only in a position in the same job family and with no higher promotion potential than the position formerly held.

Normally, an employee will be reinstated at a salary not exceeding the grade/step (classified) or level/quartile (professional/administrative) held at the time of termination. In the event of funding constraints, the employee will be reinstated at the entry step/quartile of the grade/level.

4.6 Complaints and Grievances
4.6.1. The Director of Human Resources will be fully responsive to applicants' questions or complaints regarding employment decisions. Every effort will be made to resolve questions/complaints on an informal basis. If a matter cannot be resolved on an informal basis and an applicant wishes to pursue it on a formal basis, the complaint will be processed under the appropriate UVU procedure.

4.6.2. Non-selection from a properly developed list of "most qualified" applicants is not a grievable matter. A properly developed list is one that meets UVU policy and procedural requirements.

### 5.0 PROCEDURES

#### 5.1 Responsibilities of Administrators

5.1.1. Anticipate personnel requirements and initiate appropriate action to establish and recruit as soon as it becomes known that a new position is required or an existing position becomes vacant.

5.1.2. Establish realistic qualification requirements in terms of the kind and quality of work to be performed.

5.1.3. Designate a chairperson and members of the screening/interview committee.

5.1.4. Interview all applicants referred by the committee, if desired, and notify the committee chairperson of the decision.

5.1.5. Select or not select any applicant referred by the screening/interview committee. A selection must be based on job-related factors only, including the applicant's potential for the target level if the position has known promotion potential. Although not required to provide written documentation at the time of selection, the administrator must be prepared to provide the reason(s) for selection at a later date.

5.1.6. An administrator's decision not to select after receiving a referral of at least three applicants must be reviewed by the Coordinator of Affirmative Action and Equal Opportunity before additional applicants will be referred.

#### 5.2 Responsibilities of Applicants

5.2.1. Carefully read job announcements/listings for information regarding position vacancies.

5.2.2. Apply to Human Resources for positions for which they are interested and qualified.

5.2.3. Provide all application materials, including proof of required degree/education, by the closing date of the specific job announcement.
5.2.4 Submit verification of employment eligibility and sign an I-9 Form at the time of employment.

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Printed On:
June 10, 2014
1.0 PURPOSE

2.0 REFERENCES


3.0 DEFINITIONS

4.0 POLICY

4.1 General Philosophy

4.1.1 Utah Valley University is an Affirmative Action/Equal Opportunity Employer. In addition, the University is committed to diversifying its workforce. Balancing the values of a diverse and inclusive workforce, equal employment opportunity, and affirmative action requires a carefully planned and articulated strategy for filling each vacant position that routinely takes into account each of these values. Equal employment opportunity means providing access to employment opportunities to all persons regardless of, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, disability, marital status, veteran status, or ex-offender status. Affirmative action means taking active steps to assure that women, minorities (or people of color), persons with disabilities, and veterans (including disabled veterans) are represented in applicant pools and in UVU’s workforce. For women and minorities, this representation should be proportioned to their availability in the relevant labor market. For faculty positions, the “relevant labor market” is generally defined as national. For management and professional positions, the “relevant labor market” is generally defined as regional. For staff positions, the “relevant labor market” is generally defined as local.

The use of any selection procedure that has an adverse impact on hiring, promotion, or other
employment opportunities for members of any race, sex, or ethnic group may be considered
discriminatory and inconsistent with the Uniform Guidelines on Employee Selection Procedures

4.1.2 The goals of Utah Valley University in filling vacancies are:

1) To identify and attract well-qualified applicants while increasing the representation of
members of protected groups in the UVU workforce.

2) To encourage career growth of current staff members.

4.1.3 Before initiating a search, the hiring supervisor and the Director of Human Resources
/Equity Officer are responsible for considering issues of Equal Employment Opportunity and
Affirmative Action.

4.2 Advertising

4.2.1 To ensure compliance with state and federal laws, positions must be posted. In order to
ensure compliance with regulations and to present Utah Valley University in a consistent and
professional manner, all recruitment and advertising shall be reviewed by Human Resources
prior to placement.

4.3 Posting and Listing Requirements

4.3.1 Equal opportunity and affirmative action regulations require that UVU list positions with
the Department of Labor's local Workforce Services Office. In addition, UVU complies with
affirmative action requirements by requiring that vacancies within the college be posted not less
than 10 working days. In certain situations, an exception to these requirements may be warranted
(see section 4.4).

4.4 Waiver of Posting

4.4.1 The University's Affirmative Action Plan recognizes certain exceptions to the policy
requiring the posting and/or listing requirements of positions. No candidate may be hired for a
position that has not been posted or listed as required without prior approval and a waiver of
posting issued by Human Resources. A waiver of posting can be requested and may be
considered for approval if the person identified meets the minimum qualifications specified in
the job description, and, meets at least one of the following criteria:

1) Faculty Non-Competitive Selection: A person who is deemed qualified to fill a faculty
vacancy and who is searching for a position as a result of UVU's recruitment and hiring of their
spouse as a faculty member.
2) **Current/Previous Search:** A vacancy for a regular position with the same title, job description, and minimum requirements was posted within the last 365 days (twelve months) and the nominated individual met the minimum qualifications and was selected for interview and was subsequently recommended to the hiring agent from the screening pool.

3) **Intern Appointment:** A person for whom the work assignments meet a formal educational program requirement or provide specific career-related experience. Intern appointments may be made for a duration of up to one year.

4) **Acting/Interim:** An appointment made in an exigency. An acting or interim appointment may not be changed to a permanent appointment without a search. Acting or interim appointments will normally be for less than one year in duration.

5) **Institution Best Interest:** If, as determined by the President in collaboration with the Director of Human Resources/Equity Officer, it is in the University's best interest to place an employee in an available position.

### 4.5 Waiver Request

4.5.1 The waiver request is comprised of all of the following documents:

1) A cover letter detailing the rationale for requesting a waiver of posting;

2) A completed **Job Announcement Request and Checklist** indicating a waiver of posting;

3) An **Employment Application Form**;

4) A current position description for which the waiver is requested.

### 4.6 Review Process

4.6.1 The waiver request must be approved by Human Resources. If the review concludes that the waiver meets the waiver criteria stated above, Human Resources will notify the hiring supervisor, in writing, to move forward with the selection process. After the selection is completed and a formal employment offer has been made, a **Personnel Action Form (PAF)** must be submitted to appoint the selected applicant to the position.

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**POLICY HISTORY**

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1.0 PURPOSE

2.0 REFERENCES

3.0 DEFINITIONS

4.0 POLICY

4.1 An individual who meets at least one of the following criteria may apply for available positions at the University as an in-house applicant:

1) Adjunct faculty status for at least two full semesters immediately prior to the position's opening date, or

2) Hourly employee hired through the official university screening process, or informal hiring process employed a minimum of 12 consecutive months, working at least an average of 20 hours per week, immediately prior to the position's opening date, or

3) Salaried employee employed a minimum of six consecutive months, working at least an average of 40 hours per week, immediately prior to the position's opening date.

5.0 PROCEDURES
### Proposed Policy Number and Title: 504 Excessive Credit Hours Earned Tuition Surcharge

### Existing Policy Number and Title: 504 Excessive Credit Hours Earned Tuition Surcharge

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*See UVU Policy #101 Policy Governing Policies for process details.

### Draft Number and Date: Stage 4

| President’s Council Sponsor: | Michelle Taylor | Ext. 6158  
| Policy Steward: | Margaret Bellon | Ext. 8348  

### POLICY APPROVAL PROCESS DATES

#### Policy Drafting and Revision

- Entrance Date: 3/22/2011

#### University Entities Review

- Entrance Date: 02/13/2014

#### University Community Review

- Entrance Date: 05/14/2014
- Open Feedback: 05/14/2014
- Close Feedback: 06/03/2014

#### Board of Trustees Review

- Entrance Date: 6/12/2014
- Approval Date: MM/DD/YYYY

### POST APPROVAL PROCESS

- Verify:
  - □ Policy Number
  - □ Section
  - □ Title
  - □ BOT approval
  - □ Approval date
  - □ Effective date
  - □ Proper format of Policy Manual posting
  - □ TOPS Pipeline and Archives update

- Policy Office personnel who verified and posted this policy to the University Policy Manual

- Name: __________________________
- Date posted and verified: MM/DD/YYYY

Printed On:

June 10, 2014
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<th><strong>POLICY TITLE</strong></th>
<th>Excessive Credit Hours Earned Tuition Surcharge</th>
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**1.0 PURPOSE**

1.1 This policy encourages students to avoid the accumulation of credit hours beyond those needed to successfully complete their program of study and ensures compliance with Regents’ policy.

**2.0 REFERENCES**

2.1 Utah State Board of Regents’ Policy R510 *Tuition and Fees*

**3.0 DEFINITIONS**

3.1 Program of study: An approved set of academic courses required for a baccalaureate degree.

3.2 Excess Credit Hour Surcharge: The surcharge amount to be charged is double the current year’s resident tuition rates for the number of credit hours taken for resident students. Non-resident students will continue to pay non-resident tuition.

3.3 Degree Audit Plan (Graduation Plan): A web-based tool to help students and advisors monitor a student's progress toward degree completion, including individualized semester plans of course work needed based on the program of study’s requirements and the student’s academic record.

**4.0 POLICY**

4.1 Students are encouraged to avoid accumulating credit hours beyond those needed to successfully complete their identified program of study.

4.2 A student may be charged the excess credit hour surcharge for credit hours in excess of 125% of a student’s program of study.

4.2.1 The number of credit hours for completion of the program of study shall include the hours needed for a double major, dual degree, additional minor, certification(s), and/or emphasis(es)
related to the student’s major area of study. Second bachelor degrees shall be considered new programs of study for purposes of the excess credit hour calculation.

4.2.2 Excluded from the calculation of the credits required for completion of a student’s program of study are credit hours:

(1) Earned through concurrent enrollment, advanced placement, and credit by examination;

(2) Resulting from re-entry into the educational system by a student who may have accumulated a large number of credits, or even completed degrees, but where employment requirements obligate his or her return to college;

(3) Resulting from a change in major, and

(4) Earned through developmental education credit.

5.0 PROCEDURES

5.1 Students shall meet with their advisor upon admission to the University and be advised to create a plan of study using the Degree Audit Plan.

5.2 Students shall be advised of the excessive credit hours earned tuition surcharge policy through Orientation and other methods such as digital signage, Parent Handbooks, prospective student recruiting materials, and degree completion campaigns.

5.3 Excluding the allowances in 4.2.1 and 4.2.2, students who are found to have earned over 100% of credits for their program of study will be notified; the students’ advisors will also be notified.

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Printed On:
June 10, 2014
Utah Valley University
Policies and Procedures

Title: Excessive Credit Hours Earned Tuition Surcharge

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Section: Student Affairs

Approval Date: Feb 13, 1997

Subsection: Admissions, Enrollment, Tuition, and Commencement

Effective Date: Feb 13, 1997

I. Policy

A. POLICY

A student's tuition for credit hours in excess of 150% of the credits required for completion of the student's program of study shall be charged at the same rate as for non-resident students unless it is determined that the student should be exempt from this surcharge due to any of, but not limited to, the following exceptions:

1. EXCEPTIONS:

2. All non-resident students;

3. All credit hours for LEC course work;

4. Transfer credits that do not apply to the student's program of study except when it is known that a student has already been charged the tuition surcharge at another Utah institution and is trying to avoid the payment;

5. Student's who have already received a degree but are seeking additional course work to update their employment skills;

6. All credit hours received for AP, CLEP, Military, Challenge or Experiential credit;

7. Course work for a change of major and/or to add an additional area of emphasis or additional major;

8. Student's who are on departmental waiting lists;

9. Student's who are listed as non-degree seeking and not eligible for financial aid;

10. Credits that are necessary for a student to complete their program of study;

OR

If a student disagrees with the excessive credit surcharge, an appeal may be made by completing a petition for Exception to the Excessive Credit Surcharge.
Surcharge Policy in the Academic Support/Graduation Office. If none of the above exceptions can be found in favor of the student, the petition will be forwarded to the Vice President of Student Services' Appeal Committee for final decision.
Proposed Policy Number and Title: 511 Student Fees

Existing Policy Number and Title: 511 Student Fees

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Anticipated Expiration Date:

*See UVU Policy #101 Policy Governing Policies for process details.

Draft Number and Date: Stage 4

President’s Council Sponsor: Michelle Taylor Ext. ______________

Policy Steward: Shad Sorenson/Phil Clegg Ext. ______________

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Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: ________________________

Date posted and verified: MM/DD/YYYY

Printed On:
June 10, 2014
1.0 PURPOSE

1.1 This policy formalizes the process for the creation, review, change, and maintenance of student fees and establishes the process of annual review and recommendation from the General Student Fee Board through UVUSA to President’s Council.

2.0 REFERENCES

2.1 Utah State Board of Regents’ Policy R510 Tuition and Fees

3.0 DEFINITIONS

3.1 General student fee: Any university-wide fee assessed upon registration to students. Revenue from these fees is used to pay for programs, facilities, and services that are determined to be essential for the enrichment and broadening of opportunities for students. This does not include tuition, course fees, and special fees for particular courses, groups, or majors.

3.2 General Student Fee Board: A committee comprised of students and administrators which reviews general student fees each year and makes recommendations on these fees through UVUSA to President’s Council.

4.0 POLICY

4.1 In accordance with Utah law and Utah State Board of Regents (Regents) policy, all general student fees are subject to Regents approval, normally in conjunction with annual determination of tuition rates.

4.2 Internally, the creation, review, and maintenance of general student fees is overseen by the General Student Fee Board (Board). 4.3 The General Student Fee Board consists of UVUSA Executive Council (student representatives) and Dean of Students (or designee), Director of Budgets (or designee), and Director of Student Leadership and Involvement (or designee).

4.4 The Board is authorized to review and make recommendations concerning all general student fees. Tuition, course fees, and special fees for particular courses, groups, or majors shall not be subject to review by the Board. All general student fees are subject to annual review by the Board.
4.5 The creation of new student fees shall be supported by a demonstrated need, clear statement describing the fee, and a sound budgetary plan.

4.6 The Board shall periodically monitor and annually review general student fees. Processes and discussions shall focus primarily, though not exclusively, on the adequacy of the general student fee in accomplishing the established objective. General student fee account fund balances shall be minimal or, in cases where fund balances are accumulating, be supported by a plan for use of the funding.

4.7 The Board may recommend that general student fee amounts be increased or decreased as necessary to adequately accomplish the stated objective. Changes resulting from a recommended increase shall be supported with adequate documentation describing the rationale for the increase and the planned uses of the additional revenue.

5.0 PROCEDURES

5.1 The Board provides recommendations to UVUSA Student Council. UVUSA Student Council considers the Board’s recommendations and approves a proposal for submission to President’s Council. President’s Council reviews UVUSA’s proposal and finalizes a recommendation for consideration by UVU’s Board of Trustees and submission to the Regents for final approval.

5.2 To fulfill its responsibilities, the Board shall:

1) Annually establish and publish a timeline for the general student fee review and recommendation process;

2) Establish forms and procedures for programs and services to request new, change existing, and eliminate existing general student fees;

3) Request information on general student fee requests that includes a clear statement of the purpose of the fee, the adequacy of the fee, and a plan for using revenue to accomplish the stated purpose;

4) Establish criteria for evaluating general student fee requests;

5) Consider requests for general student fees and provide recommendations to the UVUSA Student Council for their action and submission of final recommendation to President’s Council;

6) Obtain and review financial reports and budgets for general student fee accounts and, as determined appropriate, make them available to the students and campus community;

7) Establish thresholds for fund balances and request and review plans for use of accumulating fund balances.

5.3 The Board may require an annual report from each general student fee program manager.
5.4 A current copy of the procedures, timeline, and other information shall be maintained in the Office of the Dean of Students.

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Proposed Policy Number and Title: 546 Student Consumer Complaints

Existing Policy Number and Title: ____________________________

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Anticipated Expiration Date: ____________________________

*See UVU Policy #101 Policy Governing Policies for process details.

Draft Number and Date: Stage 4 Draft, Regular Process

President’s Council Sponsor: Val Peterson Ext. 8424

Policy Steward: Nancy L. Bartlett Ext. 8156

POLICY APPROVAL PROCESS DATES

Policy Drafting and Revision

Entrance Date: 05/09/2013

University Entities Review

Entrance Date: 09/26/2013

University Community Review

Entrance Date: 10/24/2013

Open Feedback: 10/24/2013

Close Feedback: 11/24/2013

Board of Trustees Review

Entrance Date: 12/12/2013

Approval Date: ____________________________

POST APPROVAL PROCESS

Verify:

- Policy Number
- Section
- Title
- BOT approval
- Approval date
- Effective date
- Proper format of Policy Manual posting
- TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: ____________________________

Date posted and verified: MM/DD/YYYY
1.0 PURPOSE

1.1 Under state administrative code, Utah Valley University must provide all students with contact information to the Utah Division of Consumer Protection and its accrediting body.

1.2 Utah Valley University must be sufficiently authorized by a state to register out-of-state students into online programs and must be subject to a process in that state in which the student resides for addressing student consumer complaints.

2.0 REFERENCES


3.0 DEFINITIONS

4.0 POLICY

4.1 Students who have complaints against the University relating to fraud, false advertising, or other deceptive practices can file a complaint with the Utah Division of Consumer Protection, 160 East 300 South, 2nd Floor, Salt Lake City, UT 84111, Telephone No. 801-530-6601, Toll Free in Utah at 1-800-721-SAFE. In addition, students involved with distance and correspondence education can file a complaint with their state’s enforcement authority (http://www.usa.gov/directory/stateconsumer/index.shtml).

4.2 Students who have complaints relating to the University’s quality of education or other issues appropriate for its accrediting body to consider can file a complaint with the Northwest Commission of College and Universities at www.nwccu.org.
4.3 Information describing the University’s accreditation and state approval is available on the University’s Compliance website.

### 5.0 PROCEDURES

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Proposed Policy Number and Title: 610 Credit Hour

Existing Policy Number and Title: n/a

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*See UVU Policy #101 Policy Governing Policies for process details.

**POLICY APPROVAL PROCESS DATES**

**Policy Drafting and Revision**
Entrance Date: 4/25/2013

**University Entities Review**
Entrance Date: 10/31/2013

**University Community Review**
Entrance Date: 03/20/2014
Open Feedback: 03/21/2014
Close Feedback: 04/21/2014

**Board of Trustees Review**
Entrance Date: 04/24/2014
Approval Date: MM/DD/YYYY

**POST APPROVAL PROCESS**
Verify:
- □ Policy Number
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- □ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: 
Date posted and verified: MM/DD/YYYY

**POLICY TITLE** | Credit Hour | **Policy Number** | 610  
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**Section** | Academics | **Approval** | 

June 10, 2014
1.0 PURPOSE

1.1 At UVU, the credit hour is the unit of instruction that quantifies student learning. This policy establishes university standards for accurate, reliable, and equivalent credit hour assignments in courses, establishes assessment review processes for credit hour assignments across all courses and programs.

2.0 REFERENCES

2.1 USC Title 34: Education CFR 600.2, 600.24, 688.8(k) and (l)

2.2 Northwest Commission on Colleges and Universities Policy on Credit Hour

2.3 UVU Policy 522 Undergraduate Credit and Transcripts

2.4 UVU Policy 524 Graduate Program Credits and Graduation Transcripts

2.5 UVU Policy 603 Academic Program Review

2.6 UVU Policy 605 Curriculum and Program Changes Approval Process

3.0 DEFINITIONS

3.1 Credit hour: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency, as defined by accrediting and federal bodies.

3.2 Credit ratio: The combination of contact hours, lecture and/or lab, associated with the total credits granted for successful completion of a course; e.g., a credit ratio of 3:3:0 indicates three total credits, three lecture contact hours per week based on a 15-week semester, and zero lab contact hours.

4.0 POLICY

4.1 The Office of Academic Affairs is responsible for the establishment and review of course and program credit hour assignments and equivalencies. Credit hour expectations at each degree level are established in UVU Policy 522 Undergraduate Credit and Transcripts and UVU Policy 524 Graduate Program Credits and Graduation Transcripts.

4.2 One credit hour reasonably approximates:

June 10, 2014
4.2.1 Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or an equivalent amount of work over a different amount of time, regardless of delivery mode; or

4.2.2 At least an equivalent amount of work as required above for other academic activities as established by the institution, including but not limited to laboratory work, internships, practica, studio work, and other academic work, regardless of delivery mode, leading to the award of credit hours.

4.3 In collaboration with their school/college, academic departments shall implement evidence-based practices to regularly review the application of this policy. This review shall be conducted to ensure that credit hour assignments in courses and programs are accurate, reliable, and equivalent and conform to commonly accepted practices in higher education.

4.4 Using the criteria established in this policy, the Faculty Senate Curriculum Committee shall review all course credit hour assignments across all courses and programs and assess evidence of the implementation of academic department review processes on a rolling five-year cycle to ensure the consistency and accuracy of credit hour assignments. This review will occur through sampling a variety of course credit assignments representing different degree levels, academic disciplines, delivery modes, and types of academic activities.

5.0 PROCEDURES

5.1 Appropriate portions of this policy shall be published on the Office of Academic Scheduling and Curriculum website and in the university’s electronic and printed catalogs.

5.2 The Office of Academic Scheduling and Curriculum shall review all course sections to ensure scheduled times and term lengths are within the minimum/maximum range for fulfilling the credit ratio for the assigned credit hours.

5.3 Academic departments shall submit all new and revised courses and their credit hour assignments and rationale to the Faculty Senate Curriculum Committee through the institutional curriculum submission system.

5.4 In collaboration with their colleges/schools, academic departments shall create evidence-based practices to evaluate syllabi, student learning outcomes, and course assignments, including work outside scheduled class time, to determine the appropriate credit hour assignment for each course.

5.5 Academic departments must evaluate for revision their courses, course syllabi, and credit hour rationales at a minimum of once every five years. In collaboration with their school/college, departments are responsible for determining whether credit hours for all department courses are accurately assigned and to ensure that courses are appropriately aligned with published learning objectives.

5.6 The Faculty Senate Curriculum Committee shall examine the results of five-year evaluation cycles and notify departments of their compliance. The appropriate dean and the Senior Vice President of Academic Affairs shall be notified of any department not in compliance with this policy. The Faculty Senate Curriculum Committee shall ensure compliance with credit hour assignments by reviewing a random sample of syllabi from new, revised, and existing courses, across all delivery modes, based upon the information that college/school curriculum committees enter into the institutional curriculum submission system.

June 10, 2014
5.7 If a school/college curriculum committee or the Faculty Senate Curriculum Committee finds a course’s credit hours or related requirements for student work outside of class are out of compliance with this policy, the Committee shall notify the academic department of the discrepancy, recommend options for compliance, invite the academic department to implement appropriate changes, and provide a timeline for compliance. If the department fails to achieve compliance within the established timeline, the chair of the Faculty Senate Curriculum Committee shall submit the matter to the appropriate dean, in consultation with the Senior Vice President of Academic Affairs, for resolution.

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