

POLICIES AND PROCEDURES
for the
FACULTY AND STUDENTS
of the
COLLEGE OF HEALTH SCIENCES
for the
RULES FOR GOVERNANCE
of
RUSH UNIVERSITY

Notation: Each Article, Section, and Paragraph number used in the Policies and Procedures of the College of Health Sciences refers to a specific Article, Section, and Paragraph in the “Rules for Governance of RUSH University” as approved by the RUSH University Board of Governors on September 18, 2023.

These College of Health Sciences Policies and Procedures are in conformance with the RUSH University Rules for Governance and provide specifics related to the College of Health Sciences with regard to particular Articles and Sections in the RUSH University Rules for Governance. A complete understanding of the College of Health Sciences Policies and Procedures for the RUSH University Rules for Governance requires reading the relevant Articles and Sections in the RUSH University Rules for Governance.

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ARTICLE I: THE COLLEGE OF HEALTH SCIENCES

Section 1. Purpose

Through its colleges, RUSH University offers academic degrees and certificate options in medicine, nursing, allied health, and biomedical research.

The College of Health Sciences, one of four colleges in RUSH University, aspires to prepare superb practitioners and leaders in the allied health professions to provide the very best care for patients. In addition, the College contributes significantly to advancing health care through excellence in research, scholarship, and service. In keeping with the RUSH University practitioner-teacher model, the College integrates patient care, research, scholarship, and service into the teaching-learning process of developing future allied health professionals and leaders.

Section 2. Mission Statement

The mission of the College of Health Sciences is to advance the quality and availability of health care through excellence in education, research and scholarship, service, and patient care. The College promotes the values of diversity, access, and inclusion in all its endeavors.

Section 3. Senior Representative Body

The Senior Representative Body shall be referred to herein as the Faculty Council of the College of Health Sciences (CHS Faculty Council) and consist of active faculty members of the College as described in Article II, Section 9. The CHS Faculty Council shall:

- a. Serve in an advisory capacity to the Dean on matters of the College
- b. Organize standing committees, establish committee charges, and delineate procedures for election and/or appointment of members to College and University Standing Committees
- c. Draft policies and procedures consistent with these Rules for Governance upon consultation with the University Faculty Council. Once approved in accordance with the process established in the College's policies and procedures, the policies and procedures shall become part of these Rules after approval by the University Faculty Council, Provost, President, and the Board of Governors.

Section 4. Senior Management Body

The Senior Management Body shall be referred to herein as the Chairpersons' Council of the College of Health Sciences (Chairs' Council). The members of the Chairs' Council shall be

appointed by the Dean and shall include the Dean as Chairperson, the Department Chairpersons and Program Directors, the Chairperson of the CHS Faculty Council, and other senior management positions, such as the Vice/Associate/Assistant Deans. The Dean may appoint additional members to the Chairs' Council at their discretion, who shall serve in an *ex-officio* capacity. The Chairs' Council shall advise the Dean on the administration of the College of Health Sciences.

ARTICLE II: FACULTY ORGANIZATION

Section 1. Faculty

- a. Active Faculty: The active faculty hold ranks of Professor, Associate Professor, Assistant Professor, and Instructor with an appointment of at least 25% (0.25 FTE on a College of Health Sciences accounting unit) or as approved by the process described below. Active faculty members shall have the right to vote and are eligible to be elected or appointed to standing committees. Faculty ranks are based on the College of Health Sciences Guidelines for Faculty Appointments and Promotions. If a faculty member holding less than a 25% (0.25 FTE) appointment wishes to be considered active faculty, they will request active status prior to appointment or reappointment from the Department Chairperson. If approved by the Department Chairperson, the request is forwarded to the Dean, and if approved, is forwarded to the CHS Faculty Council for review and approval. Active faculty may have assignments in one or more faculty roles, including instruction, research, clinical instruction, and/or administrative service.
- b. Pending Faculty: A temporary designation that shall be reserved only for newly recruited faculty members who are awaiting their formal appointment. Pending faculty are not active faculty.
- c. Adjunct Faculty: Adjunct faculty participate in educational programming, research, or provide instruction on a specific topic or for a single course. Adjunct faculty can be paid or unpaid. If their primary appointment is external to Rush, they will hold the equivalent academic rank to that of which is held at their home institution. If there is no primary academic appointment, the default rank will be Adjunct Instructor. Higher ranks may be considered (e.g., Adjunct Assistant Professor) for adjunct faculty that meet the criteria as laid out in the College of Health Sciences Guidelines for Faculty Appointment and Promotion. Adjunct faculty are not active faculty.
- d. Visiting Faculty: Visiting faculty are those individuals who hold primary faculty appointments at another institution, who are on leave or have retired from their home institution. They are appointed for a limited term of up to one year, subject to reappointment. They may have equivalent academic rank to that of which is held at

another institution. They may hold academic rank titles of Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, or Visiting Instructor. Visiting faculty are not active faculty.

- e. Emeritus/Emerita Faculty: Emeritus/Emerita faculty include former members of the active faculty. This status is awarded in recognition of distinguished service to the College. Those individuals may continue to serve or be appointed to all Standing, *Ad Hoc* and Search Committees, without vote, in accordance with the procedures specified in the policies and procedures for these committees.
 - i. Associate Professors and Professors who intend to retire may request through their Department Chairperson nomination to Emeritus/Emerita status. Upon the recommendation of Chairperson and approvals by the Committee on Senior Faculty Appointments and Promotions (COSFAP) and the Dean, the faculty member will be appointed to the Emeritus/Emerita faculty.
 - ii. In limited circumstances, administrative titles for senior leadership positions may be included in Emeritus/Emerita status.
- f. The privileges of Emeritus/Emerita, Visiting or Adjunct faculty include listing on the faculty and email roster, access to educational resources, and attendance at college and departmental faculty meetings. The responsibilities of Emeritus/Emerita, Visiting or Adjunct faculty shall be for those academic and/or clinical duties as defined by the Department.
- g. Recommendations for faculty appointments, reappointments and promotions for Assistant Professor and Instructor shall originate with the Department Chairperson and shall be presented to the Dean for consideration. Recommendations that are supported by the Dean shall be transmitted to the CHS Faculty Council within thirty (30) days for approval.
- h. Recommendations for initial appointments and promotions to faculty positions of Professor or Associate Professor shall originate with the Department Chairperson and, after review and approval by COSFAP (a subcommittee of the CHS Faculty Council), shall be presented to the Dean for consideration with the recommendation of the Committee. The Dean may then transmit the application for approval to the Provost within thirty (30) days of receipt by the Dean or return the application to the Department Chairperson.

Section 2. Terms and Conditions of Appointment and Contribution

- a. There shall be a written understanding between the Department Chairperson and all salaried departmental faculty members as to the contributions they intend to make to the College. When a faculty member receives a salary, either full-time or part-time, the terms and conditions of the receipt of such salary, including anticipated effort to be spent in teaching, research and scholarly activities, service

to the Department, the College and the University, and administration and clinical service will be stated in writing. In the case of joint appointments of salaried departmental faculty members, the college of primary appointment and the time allocated to each College and Department shall be stated.

- b. For Instructors and Assistant Professors, the faculty member's letter of appointment should include the term of appointment. At the end of each term of appointment, the Department Chairperson is free to choose one of the following three options: (1) non-renewal of the appointment, (2) recommendation of reappointment for another term, or (3) recommendation for promotion.
- c. Appointment as Professor or Associate Professor shall be tenured. Among the factors to be considered for appointment or promotion to tenured ranks are teaching, research and/or scholarly activity, professional practice, and service, as detailed in the COSFAP Policies and Procedures in Appendix B. Tenure ceases upon the termination of a faculty appointment for cause as set forth in Article II, Section 2(i.ii) of the University Rules for Governance. Tenure always ceases upon resignation, retirement from the faculty of the University, or death of the faculty member. This includes resignation from practicing clinically, teaching, research, or service responsibilities on behalf of the College of Health Sciences. For example, tenure may be retained under certain circumstances when a faculty member leaves RUSH to work at another institution. They will retain their faculty appointment if their Chairperson continues to assign teaching, research, administrative or service responsibilities and duties, and if the faculty member does not obtain an active faculty appointment at another academic institution. However, if a tenured faculty member leaves the College of Health Sciences and is no longer assigned such duties, the faculty member will have *de facto* resigned their faculty appointment and will have no right to appeal such resignation. Tenured faculty may also be promoted to honorary status upon leaving the College of Health Sciences if their Chairperson submits a request for such promotion. Tenure is never gained *de facto* through length of service, failure on the part of the College of Health Sciences or University to provide notice, or other indirect means.

Section 3. Leaves of Absence

- a. Scholarly leaves of absence are granted for the purpose of improving a faculty member's professional and academic development. Scholarly leaves of absence are not automatic and may be granted only with the approval of the Department Chairperson and the final approval of the Dean. The leave may be granted to a faculty member who has an appointment that would continue after the leave was completed and who intends to return to the College. Additional procedures for administering scholarly leaves of absence are defined herein.

- i. Assistant Professors, Associate Professors, and Professors are eligible for consideration after six (6) or more continuous years of full-time salaried experience in the College at the level of Instructor or above.
- ii. A salaried faculty member with six (6) years or more of full-time service is eligible for a scholarly leave of absence of six (6) months at full salary or a twelve (12) month leave of absence at half salary. Faculty who are full-time employees of RUSH University Medical Center may be eligible for a scholarly leave of absence. Salary paid by the College for leaves of absence will be adjusted based on the percentage of the faculty member's salary paid for his or her academic contribution to the College. For example, a full-time salaried employee of RUSH University Medical Center may hold a faculty appointment in the College at a 0.60 FTE. This individual would be paid by the College at the same rate for an approved leave of absence.
- iii. Each person who has been on a scholarly leave of absence shall, on the termination of his/her leave, submit a written report to their Department Chairperson concerning the nature of his/her studies, research, or other scholarly work undertaken during the leave of absence.
- iv. No one to whom a leave of absence has been granted shall be permitted while on such leave to accept remunerative employment or engage in remunerative professional practice or work which shall exceed his/her compensation prior to the date of the leave of absence at RUSH University.
- v. All such requests for leave shall be submitted to the appropriate Department Chairperson for consideration and then forwarded to the Dean with recommendations. The requests must also include the proposed plans to carry out the functions of the faculty member while they are on leave. The granting of all requests for scholarly leaves is based upon the provision that adequate fiscal and personnel resources are available as determined by the Dean.
- vi. The following is a recommended timeline that may be followed when requesting a scholarly leave of absence:

12 months prior
to the semester
requesting leave

Application for scholarly leave,
including a Statement of Plans,
due in Department
Chairperson's office

9 months prior to the
semester requesting
leave

Application transmitted to Dean

6 months prior to
semester
requesting leave

Applicants notified of the
decision on their application
by the Dean of the College
of Health Sciences

within 60 service
days of return

Report of scholarly leave
to be submitted to the
Department Chairperson
who transmits the report

The application form for a scholarly leave of absence may be found in Appendix A.

- b. Non-scholarly leaves of absence for faculty who are salaried include any leave of absence that does not have a scholarly basis. Such a leave of absence may be for reasons covered by Federal or State Law or local ordinance. See the RUSH University Medical Center policies and procedures on leaves of absence.

Section 4. Termination, Suspension and Appeal

- a. Appointments to the faculty may be terminated by:
 - i. non-renewal of the specified term of appointment
 - ii. retirement
 - iii. acceptance of resignation
 - iv. termination consequent to a College, Department, or Program elimination;
 - v. termination for inability to perform the essential functions of the faculty position; or
 - vi. discharge for cause

When a faculty member with a non-tenured appointment is not recommended for reappointment, the faculty will be notified in writing by the Department Chairperson. Instructors will be notified at least three (3) months prior to the expiration of the appointment. Assistant Professors will be notified at least six (6) months prior to the expiration of the appointment. Nonrenewal of an appointment made according to these policies and procedures cannot be grieved.

- b. Faculty Grievance Procedure
 - i. Subject matter of a grievance. As a matter of right, a faculty member may grieve a refusal to submit a request for promotion, or a discharge or suspension for cause as specified in Article II, Section 2(i)(ii) in the RUSH University Rules for Governance. Such grievance will not serve to postpone the action that is the subject the grievance. The CHS Faculty Council may consider other issues not specifically enumerated herein. The CHS Faculty Council shall have the discretion to dismiss a grievance prior to a full hearing in situations

where the grievant is not entitled to a hearing as a matter of right. In such cases the grievant may appeal that decision to the Dean (or the President where the grievance is initiated against the Dean). The Dean (or the President) may order that a hearing be held by the CHS Faculty Council.

For a grievance contesting a Chairperson's refusal to submit a request for promotion or a discharge or suspension for cause, the grievant's grounds for challenging the decision shall be limited to the following:

- a) The case for appointment or termination has been handled in an arbitrary and/or capricious manner; or
 - b) Violation of academic freedom in the decision-making process; or
 - c) Discrimination on a basis prohibited by law including, but not limited to, race, color, religion, national origin, ethnicity, gender identity, sex, sexual orientation, marital status, parental status, age, disability, or veteran status.
- ii. Procedure. Grievances must be initiated and processed in the following manner:

Step One – Initiation of a Grievance. A grievance must first be presented to the faculty member's Department Chairperson (or the Dean when the grievance is initiated against the Department Chairperson) in writing within twenty (20) working days of the discovery of the events leading to the grievance. The Chairperson (or Dean) must appoint and consult an *Ad Hoc* committee of at least three (3) peers, including one (1) representative from the faculty member's primary department, and must respond in writing to the grievant within twenty (20) working days. Grievances filed by a Department Chairperson must be presented in a similar manner to the Dean.

Step Two – Informal Resolution. If a grievance is not resolved at Step One, the Dean (or the President where the grievance is initiated against the Dean) may attempt informal methods of resolving the grievance, including, but not limited to, the appointment of a mediator.

Step Three – Faculty Grievance Hearing. If the matter is not resolved by *extempore* methods, the faculty member (grievant) may request in writing a review of the grievance by the Appeals Committee (*Ad Hoc* committee) of the CHS Faculty Council within ten (10) working days. Such a request is to be addressed to the Dean. The Appeals Committee may determine if the submission of the grievance has been made in a timely manner. The Appeals Committee shall conduct a hearing for the purpose of considering

relevant documents, witness testimony, written statements, and oral or written argument prior to making a determination as to the merits of the case. The Appeals Committee shall establish rules for the conduct of such hearings. These rules are shown in Appendix C Rules for Faculty Hearings and may be amended by the CHS Faculty Council. The written determination from the Appeals Committee shall be transmitted to the faculty member (grievant) or members, the Department Chairperson, the Dean, the Provost, and the President in a timely manner as determined by the CHS Faculty Council. Members of the Appeals Committee shall not have a personal or professional interest in the subject being considered.

Step Four – Appeal to University Faculty Council. Within fourteen (14) working days of the decision of the Appeals Committee, a request for review may be submitted to the Chair of the University Faculty Council pursuant to Article II, Section 2(j) of the RUSH University Rules for Governance.

Election of Remedies. A faculty member may not proceed with concurrent or subsequent appeals before other hearing bodies within the University/Medical Center covering the same subject matter.

Employment Status. A faculty member who has entered into a written agreement that provides for loss of faculty status upon the termination of that agreement may not grieve the loss of his/her faculty status before the Appeals Committee.

Section 5. College Academic Units (Departments/Programs/Sections/Divisions)

- a. Procedures for Creating and Abolishing Academic Units (Departments/Programs/Sections/Divisions)
 - i. An academic unit is established to provide instruction and research in a particular health science area. The members of an academic unit may include persons of all ranks who, upon the nomination of the head of the academic unit, are appointed or assigned to it by the Dean. Members of an academic unit are responsible to the head of the unit for all activities performed within the scope of the academic unit.
 - ii. An academic unit may be created or eliminated only upon the approval of the Board of Governors as transmitted through the President and Provost upon recommendation of the University Faculty Council.

- iii. An academic unit will not be construed as being “eliminated” for purposes of this section if the functions in that unit are shifted or merged to another unit (e.g., college, department, program, division, section) in the University.
 - iv. The Dean shall propose creation or dissolution of an academic unit to the CHS Faculty Council, allowing at least one (1) month for discussion and vote. The CHS Faculty Council will distribute the proposal to the College faculty for discussion and advisement. The CHS Faculty Council will discuss and vote on the proposal and forward its recommendation to the Dean.
- b. Voting in Departmental and/or Divisional Academic Matters
 - i. All active faculty members of a Department shall have a vote in departmental academic matters.
 - ii. Each Department may have an Appointments and Promotion Committee consisting of not fewer than three members and, if possible, five members. The Department Appointments and Promotion Committee shall advise the Chairperson regarding all appointments and promotions (if applicable). In addition, each Department shall define the other roles and responsibilities for its Appointments and Promotion Committee. At least one-third of the membership of the Appointments and Promotion Committee shall be elected annually by active faculty members in the Department. The roster of the Committee shall be forwarded to the Dean by the end of the first month of the academic year.
- c. Responsibilities of the Department Chairperson, Qualifications, Term of Office, and Removal
 - i. Responsibilities: The Department Chairperson has responsibility and accountability for administration of the academic department within the College. The Department Chairperson reports to the Dean of the College of Health Sciences. The Department Chairperson shall:
 - a) Call meetings of the Department faculty at such times as they may deem necessary
 - b) Formulate and present departmental policies to Department faculty
 - c) Serve as the medium of communication for all official business of the department with other Medical Center/University authorities, students, and faculty
 - d) Prepare the departmental budget for consideration by the Dean
 - e) Provide consultation and recommendations to the Dean concerning departmental matters such as program/departmental evaluation, faculty appointments/promotions, and student admissions and progression

- f) Support the mission, vision, goals and strategic objectives of the College, University, and Medical Center
 - g) Maintain/improve the quality of the educational program(s) offered within the Department as demonstrated by program outcomes and rankings (where available)
 - h) Support the quality of the clinical and support service activities provided by the academic department
 - i) Develop and maintain an effective research program within the department
 - j) Maintain financial integrity of the department
 - k) Support professional, community and continuing education service activities within the Department
 - l) Provide for faculty and staff development and a positive and productive work environment
 - m) Promote diversity within the Department, College, University, and Medical Center
- ii. Qualifications. The Department Chairperson shall be qualified by virtue of his/her education and experience. The Department Chairperson should hold an earned doctoral degree and have extensive experience in teaching, research, service and patient care or health care administration. Individuals with an outstanding background and experience who do not hold an earned doctorate may be appointed as Department Chairperson upon recommendation of the Search Committee and approval by the Dean.
- iii. Nomination Process. A nomination for appointment as Chairperson of a Department in the College for an unspecified term shall originate in a Search Committee representing the faculty and students. The Search Committee shall be appointed by the Dean and shall include at least two (2) faculty with a primary appointment in the Department whose Chair is vacant, two (2) Department Chairpersons from the College, two (2) persons from the faculty-at-large in the College, one (1) faculty member with a primary appointment in another College. One (1) student in the Department whose Chair is vacant may also be included. One (1) member from another department shall serve as Chairperson of the Committee as appointed by the Dean of the College. Search Committee members from the Department concerned shall not include an incumbent, previous or acting Chairperson. Active candidates cannot serve on the Search Committee. The Search Committee shall have the privilege of consultation with the outgoing Department Chairperson and other individuals whose contribution is regarded as desirable. To the extent that is possible, the composition of the Search Committee membership should reflect the diverse population served by RUSH University.

- a) A majority of members of the Search Committee must approve the recommendation for it to proceed.
 - b) The Dean shall develop a job description for the Chairperson after assessing the needs of the Department and present it to the Search Committee.
 - c) The Search Committee shall present its recommendation(s) to the Dean for their consideration. Whenever possible, the Committee will recommend three well qualified candidates for Chairperson to the Dean. The Dean may then undertake negotiations with the candidate(s) and offer the position to one. If none of the candidates recommended to the Dean are acceptable, the Dean may direct the Search Committee to continue the search process. If within one year an acceptable Chairperson has not been recommended by the Search Committee, the Dean shall have the option to disband, modify, or reappoint the Search Committee.
 - d) In the event that a Department is without a Chairperson, the Dean may appoint an interim or acting Chairperson until a Chairperson is named.
- iv. Term of Office and Removal. On the recommendation of the Dean and upon nomination of the Provost and President, the Board of Governors (or their designee) may appoint Department Chairpersons for either specified or unspecified terms, who shall serve at the pleasure of the Dean. For Chairpersons who are current active faculty in the College and are appointed or reappointed for a specified term, prior to appointing/reappointing the Chairperson the Dean must solicit individual input from each active faculty member in the Department. There should be a letter of appointment from the Dean confirming the Department Chairperson's appointment. With the concurrence of the Provost, the Department Chairperson may be removed upon written notification from the Dean. A Department Chairperson's faculty appointment, however, is governed by the RUSH University Rules for Governance and the College of Health Sciences Policies and Procedures for the RUSH University Rules for Governance.

d. Regular Department Review or Divisional Review

i. Review of Department Objectives

- a) The Dean of the College of Health Sciences will oversee a periodic review of the Departments in the College of Health Sciences. These reviews may coincide with the accreditation body review for one or more programs within the Department. For Departments without an accreditation body review, the Dean will oversee a periodic review at a minimum of every 5 years.

- b) Under special circumstances, a Department review can be initiated. Special circumstances include, but are not limited to, a request for review by three faculty members within the Department, a request by the Department Chairperson and/or at the discretion of the Dean.
- ii. Review of Department Activities in Fulfillment of Objectives includes:
 - a) Department's accomplishment of published, measurable objectives
 - b) Department's objectives and policies being aligned with the overall mission, objectives and policies of the College of Health Sciences
 - c) Department Chairperson's performance in fulfillment of these objectives
- iii. Department review criteria will be established by the Dean in consultation with the Chairs' Council.
- iv. The Dean will communicate with the Chairs' Council when a review is occurring and report findings to the Chairs' Council.

Section 6. The College Dean

a. Responsibilities of the College Dean

The Dean of the College of Health Sciences has responsibility and accountability for administration of the College and shall exercise the chief executive function of the College. The Dean reports to the Provost/President of RUSH University. The Dean shall have the following responsibilities:

- i. Calls meetings of the faculty at such times as they or the CHS Faculty Council may deem necessary; at least two such meetings must be held each year
- ii. Formulates and presents policies to the College faculty for its consideration
- iii. Establishes the administrative structure of the College of Health Sciences with approval of the Board of Governors
- iv. Serves as the medium of communication for all official business of the College and externally with other Medical Center/University authorities, students, and faculty
- v. Represents the College on the Corporate Management Committee, the Council of Deans, and other related groups
- vi. Maintains high educational standards in compliance with accreditation guidelines and the mission of the College
- vii. Provides leadership in the development, updating and implementation of the College Strategic Plan
- viii. Performs regular departmental reviews
- ix. Oversees the continuous improvement of a curriculum that reflects the current/future needs of the students, clients, and the health care system in a cost-effective manner
- x. Supports a comprehensive student recruitment and retention program to attain a qualified, diverse student body

- xi. Fosters research in the disciplines that comprise the College
- xii. Supports the recruitment and retention of highly qualified and diverse faculty and provides an environment that develops their potential
- xiii. Fosters a culturally sensitive environment in the College and University
- xiv. Seeks increased endowment funds and expendable support monies for student scholarships, endowed chairs, and programs in research, education, and practice that relate to the mission of the College
- xv. Develops a budget and allocates resources to support the College
- xvi. Promotes a culture of shared governance with the faculty
- xvii. Assures the involvement of students, faculty, and staff in the evaluation process for the Dean, the Associate and Assistant Deans, and the Chairperson of their Department
- xviii. Provides consultation and recommendations concerning College matters such as: program/departmental evaluation, faculty appointments/promotions, and student admissions and progression

Section 7. Meetings of the Faculty

- a. The Dean shall be the presiding officer of the Faculty but in their absence or inability to preside, this function shall be exercised by their designee.
- b. The Faculty shall meet at least twice during the academic year on a date the Dean shall determine. Special meetings of the Faculty may be called at any time by the Provost or the Dean. A special meeting of the Faculty shall also be convened upon petition of 20% of the active faculty. The petition shall be delivered to the Dean. This meeting shall occur no later than thirty (30) calendar days after the petition has been received by the Dean. Written notices of regular meetings, with an agenda including provision for new business, shall be sent to all members at least five (5) working days before the meeting.

Section 8. Committees of the Faculty

- a. CHS Faculty Council. The senior representative body of the College of Health Sciences is the CHS Faculty Council. Its membership is comprised of faculty members representing all departments and ranks.
 - i. The Committee on Senior Faculty Appointments and Promotions (COSFAP) is a subcommittee of the CHS Faculty Council. COSFAP recommends all promotions and appointments of faculty to senior ranks. It is elected by the faculty and has representatives from all departments in the College (see Appendix B).

- b. Chairs' Council. The senior management and administrative policy body of the College of Health Sciences is the Chairs' Council. Its membership consists of the Chairpersons of each Department, Program Directors, and the Chairperson of the CHS Faculty Council.
- c. The Dean may appoint special committees and task forces of the College to meet specific College needs, such as strategic planning.
- d. Each department in the College of Health Sciences will appoint a Department Advisory Committee, as described by the RUSH University Rules for Governance. In addition, each Department will appoint a Student Progress and Promotion Committee. The primary purpose of this committee is to address student appeals regarding academic decisions, as described in the Rules for Governance.

Section 9. The College of Health Sciences Faculty Council

- a. Senior Representative Body
 - i. Composition. The composition of the CHS Faculty Council will consist of faculty representatives from each Department of the College of Health Sciences. Departments will have a maximum of two (2) representatives. Only faculty members who hold active appointments in the College of Health Sciences are eligible to serve; Chairs and Program Directors are ineligible. In accordance with the RUSH University Rules for Governance, all categories of rank (i.e., junior and senior) should be represented on the Council. Should a faculty member have a change in rank that results in both categories not being represented, that member will continue to serve until the next August 31. At that time, an election will occur in that faculty member's Department so all categories of rank are represented on the Council.
 - ii. Term of Office. CHS Faculty Council members will serve terms that are three (3) years in length. Members may serve more than one (1) consecutive term.
 - iii. Election of Membership. One-third of the council members will be elected annually. The CHS Faculty Council will establish a three-year election cycle that will determine when vacancies occur for each department. Departments will nominate members to represent their faculty on the Council. CHS Faculty Council will review all candidates and guarantee representation by categories of rank, if possible.
 - iv. Vacancies. When a vacancy occurs, the department to which the member belonged shall elect another candidate to the CHS Faculty Council and forward the name of that representative to the CHS Faculty Council Chair, who will be responsible for assuring that both categories of rank continue to be represented, if possible. The new representative will complete the unexpired term of the vacated member's position.

- v. Officers. Officers will be a Chair, Vice-Chair and Secretary. The positions of Vice-Chair and Secretary will be elected annually by the CHS Faculty Council. The Vice-Chair will succeed the Chair.
- vi. Meetings. The CHS Faculty Council will meet at least quarterly. Additional meetings will be announced to the members of the CHS Faculty Council at least two weeks in advance. Agenda items may be submitted by any faculty member.
- vii. Quorum. A quorum will be a simple majority of the CHS Faculty Council membership. Voting can be done in person or electronically.
- viii. Minutes. Following approval of the minutes of the CHS Faculty Council meetings, a copy will be archived and forwarded to all active faculty of the College.
- ix. Responsibilities of CHS Faculty Council shall include:
 - a) Review of appointments, reappointments and promotions in the College of Health Sciences and forward the Council's decisions to the Dean
 - b) Periodic review (at least every five (5) years) the Policies and Procedures of the College of Health Sciences for consistency with the RUSH University Rules for Governance and make recommendations for changes
 - c) Serving as an advisory council to the Dean regarding academic, faculty and student matters related to the College and make recommendations
 - d) Forming a subcommittee for appeals, to be convened at the Dean's request to review faculty or student appeal cases. The committee shall be comprised of ten (10) members appointed by the CHS Faculty Council Chair. Five (5) members will be convened for each case based on availability and the program in which they are faculty. Members of the appeals committee may not be current students at RUSH University.
 - e) Electing two (2) members from the CHS Faculty Council, and one (1) CHS faculty member-at-large to serve on the University Faculty Council. The CHS Faculty Council Vice-Chair shall also serve on University Faculty Council. The faculty members must be from at least three (3) different departments, with both senior and junior levels of rank represented.

ARTICLE III: STUDENTS

Section 1. Students

- a. There shall be two categories of students in RUSH University: regular students and students-at-large.

- i. Regular students are those enrolled in and registered for a degree or certificate program.
 - ii. Students at large are those students enrolled for studies that do not lead to a degree or certificate.
- b. Students are in good academic standing unless placed on academic probation or found to be in violation of other academic policies. Only students in good standing are eligible to hold office, serve on committees, or otherwise vote in the affairs of students.
- c. The process for determining academic status and grounds for dismissal shall be made known in writing to the students. There shall be an established appeal mechanism for students related to grievances.
- d. A student who also holds a faculty appointment may participate in academic matters in either role as long as there is no conflict of interest as determined by the Dean.

Section 2. Academic Status and Dismissal

a. Student Academic Appeal and Grievance Procedures

The College of Health Sciences student appeals and grievance procedures provide a mechanism whereby any student may obtain a review of a complaint of unfair treatment. The student appeals procedures shall not be used to question a rule, procedure or policy established by an authorized faculty or administrative body. Rather it shall be used to provide due process for those who believe that a rule, procedure, or policy has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment by a person or persons. Students who are appealing an academic decision that could result in a dismissal from the university may be allowed to continue to progress in the program until the issue is resolved. If the academic decision is upheld and the student is dismissed from the University, they will be withdrawn from their current classes. Based on the date of withdrawal, the student may receive a prorated tuition refund. Please refer to the RUSH University Catalog for details.

A student wishing to appeal an academic decision should follow the process summarized below, in the sequence indicated:

Step One. Any student who has a complaint of inappropriate treatment related to a course should first seek to resolve it with the course instructor. If the course instructor is the Department Chairperson, or if the complaint does not pertain to a specific course, the student should seek resolution with the Department Chairperson at the outset.

- i. A student with such a complaint must request reconsideration, in writing, of the application of a rule, procedure, or policy or unfair or improper treatment within five (5) working days following the incident that forms the basis for the complaint (e.g., five days after grades are posted).
- ii. The instructor will meet with the student (in-person, virtually, or via telephone for those students who are unable to come to the instructor's office if requested by the student). The instructor will notify the student in writing of his/her decision regarding the complaint within five (5) working days following the meeting or discussion.

Step Two. If resolution is not achieved, as described in Step One, the student should seek resolution with the Chairperson of the Department in which the course is offered within five (5) working days following notification by the instructor of his/her decision.

- i. The Chairperson will meet with the student (or speak with the student for those students unable to come to the Chairperson's office if requested by the student) following receipt of the student's request for resolution to discuss the problem or complaint.
- ii. The Chairperson will notify the student of his/her decision in writing within five (5) working days following the meeting or discussion.

Step Three. If the issue was not resolved in Step Two, the student may submit a written appeal, describing the nature of the student's complaint and reasons for seeking an appeal to the Student Progress and Promotion Committee of the Department within five (5) working days following notification by the Department Chairperson of his/her decision.

- i. The student may appear before the Committee in person, make an oral statement and answer questions from the Committee. The student will not be allowed to be present during deliberations.
- ii. The Committee may request that the course instructor or faculty member named in the grievance appear before the Committee to make an oral statement and answer questions. The instructor or faculty member named in the grievance may not be present during deliberations.
- iii. Following review of information provided, the Committee will notify the student of its decision within five (5) working days of the deliberations.

Step Four. If the issue was not resolved to the student's satisfaction in Step Three the student may submit a written request seeking a hearing to the Office of the Deans within five (5) working days of receiving the Department's Student Progress

and Promotion Committee decision. The written request should include a description of the complaint and the reason the student is seeking an appeal.

- i. The Dean (or their designee) will meet with the student following receipt of the written request from the student for a hearing.
- ii. Following the meeting with the student, the Dean (or their designee) may render a decision or choose to convene the Appeals Committee (*Ad Hoc* committee) of the CHS Faculty Council to investigate the grievance and make a recommendation.
- iii. Following review of the information provided and any recommendations from the panel, should one be appointed, the Office of the Deans will then notify the student of their decision. The decision from the Office of the Deans shall be final.

Section 3. Student Representation

- a. Student Government Association
 - i. A Student Government Association may be organized for the students enrolled in the College of Health Sciences. Students will be elected by the student body in such a manner as to provide appropriate representation for all students in the College of Health Sciences.

ARTICLE IV: PRIVILEGES AND RESPONSIBILITIES OF THE FACULTY AND STUDENTS

Section 1. Privileges and Responsibilities

- a. Academic Freedom: It is the policy of the College of Health Sciences to maintain and encourage full freedom within the law for inquiry, discourse, teaching, research and scholarly activity, and to protect faculty and students against influences that would restrict the exercise of these freedoms (e.g., censorship or retaliation). Such freedom requires free expression, intellectual honesty, respect for the academic rights of others, and openness to change. Freedom of expression does not include unlawful activity, activity that threatens or endangers the safety of others, or obstruction of the normal operations of the university. It is the responsibility of all members of the university to maintain channels of communication which will foster a climate favorable to the freedom of expression.
- b. Faculty and students of the university who express public opinions on public issues must clearly represent themselves and not the university or RUSH University

Medical Center, in whole or in part, unless that opinion has been authorized by the President or the Provost.

- c. Willful and persistent interference with members of the university community in the performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the university.

ARTICLE V: AMENDMENTS

Section 1. Mechanism of Amending College of Health Sciences Policies and Procedures for the RUSH University Rules for Governance

Amendments to the College of Health Sciences Policies and Procedures for the RUSH University Rules for Governance may be initiated by the Dean, by the CHS Faculty Council, or by petition of at least twelve (12) active faculty members from two (2) or more Departments. Any proposals for change should be submitted in writing to the CHS Faculty Council, including the rationale for the change. When applicable, the petitioner(s) may be asked to make an oral presentation of the proposal to the CHS Faculty Council. The CHS Faculty Council may solicit additional information from the petitioner(s) or others before approving, disapproving, or revising the proposal for change. The CHS Faculty Council may appoint an *Ad Hoc* committee that will work on proposed amendments and revisions. The *Ad Hoc* committee will report directly to the CHS Faculty Council. Upon approval by the CHS Faculty Council, it shall submit the amendments to the faculty of the College of Health Sciences for vote at any regularly or specially called faculty meeting or secret ballot using available and current technology. The vote shall be by anonymous ballot. Approval shall be by a simple majority of those voting. After approval by a majority of those voting, the amendment(s) are to be transmitted to the University Council, the Provost, the President, and the governing body of RUSH University, for approval by, as stipulated in the Rules for Governance.

Appendix A: APPLICATION FOR SCHOLARLY LEAVE OF ABSENCE

Date: _____

NAME _____ RANK _____

Date of appointment to Faculty _____

Date and duration of previous leave of absence _____

PROPOSED PERIOD OF LEAVE AND SALARY RATE (include year)

☐ Fall Semester ☐ Spring Semester ☐ Summer Semester

Annual salary (Full, ½, etc.) _____

PURPOSE OF LEAVE AND STATEMENT OF PLANS

Purpose for which Leave is Requested (Concise statement of not more than 25 words).

Statement of Plans. Use page three of this application to provide a more complete statement of plans for the scholarly leave of absence. Limit the statement to no more than 1000 words. The Statement of Plans should explain how the purposes identified above are to be accomplished and how the leave of absence will contribute to meeting the goals of the faculty member's unit and the University. The Statement should indicate where the leave of absence will be taken, the justification for the location, the general plans for the leave of absence and its potential significance or usefulness as a scholarly or creative activity or for the development of instructional material or to increase competence in an area appropriate to the applicant's University duties. The statement should relate the activity during the leave of absence to other work in the faculty member's field. I have read and understand the policy on scholarly leaves of absence. I agree to adhere to the policy as it is written.

Date: _____ Signature of Applicant: _____

STATEMENT OF DEPARTMENT CHAIR

Describe specific provisions made to cover applicant’s work during his/her leave of absence, including instruction and supervision and any administrative responsibilities.

How will the proposed activity improve the applicant’s ability to meet the goals of the Department and the University?

Will the leave involve additional expense to the University? If so, give amount and attach a request to the Dean for approval, including how additional expenses will be covered. ☐ Yes ☐ No Amount \$_____

This application has rank_____in a total of_____applications from this department, which has_____full-time academic staff members. I approve the above request for leave.

Department Chairperson _____

STATEMENT BY THE DEAN

I approve the above request for leave and, if proposed, the additional expense to the department. I believe that the department can function effectively if no more than ____ requests for scholarly leaves are granted.

Dean _____

CURRICULUM VITAE AND RESEARCH SUMMARY OF APPLICANT

Name:

Date:

Department:

Faculty Rank:

Period:

Place:

Brief Title:

Limited to 1000 words

(Curriculum vitae, research summary, list of publications, or similar career documentation are not necessary)

Appendix B: Committee on Senior Faculty Appointments and Promotions (COSFAP)

Part I: COSFAP Roles and Responsibilities

- I. The Committee on Senior Faculty Appointments and Promotions (COSFAP)
 - A. The Committee on Senior Faculty Appointments and Promotions (COSFAP), a standing committee of the Faculty Council in the College of Health Sciences, is charged with:
 1. Reviewing recommendations for initial primary or joint appointment or promotion to a senior academic rank (Professor or Associate Professor) based on recommendations from a Department Chairperson.
 2. Reviewing other appointments or promotions (e.g., nonactive appointments to senior ranks) upon request by the Dean or the CHS Faculty Council
 3. Complete other tasks as assigned by the Dean or the CHS Faculty Council
 - B. The Committee will make its recommendations to the Dean and then the Provost.
 - C. The Committee shall develop policies and procedures that it will use in reviewing candidates for appointment or promotion and shall present such policies and procedures to the Chairs' Council for feedback and informational purposes and CHS Faculty Council for approval or rejection (See Part II.II). Criteria for appointment or promotion to the ranks of Associate Professor and Professor will include the following:
 1. Associate Professors must demonstrate that they are emerging national or international leaders in their field.
 2. Professors must demonstrate that they are established national or international leaders in their field.
- II. COSFAP Membership
 - A. Criteria of Membership
 1. The Committee shall consist of a total number of members that includes one-half of the total number of CHS departments plus one (1), such that no department has more than one (1) representative on the Committee.

2. All members of the Committee shall be active faculty in the College of Health Sciences.
3. Committee members will be faculty who hold the rank of Associate Professor or Professor.
4. Committee members shall not be Department Chairpersons.

B. Preparation of Slate and Election of Members

1. Faculty members from each department shall nominate up to one (1) faculty member who holds the rank of Associate Professor or Professor from their respective departments.
2. The name of each department's nominee shall be submitted to the CHS Faculty Council, who shall assure that the criteria outlined in "IIA" above are fulfilled and construct a slate of members from the names submitted.
3. The slate shall be presented to the active faculty for election by written ballot, either at a faculty meeting or by e-mail ballot. The slate must be accepted or rejected in its entirety by the faculty. If rejected, the process will begin anew and continued until the faculty has approved the membership of the Committee.
4. Elections shall be held by May 1st of each year.

C. Terms of Office and Rotation

1. Terms of office on the Committee shall be for three years. Under ordinary circumstances a member may be re-elected to the Committee for one (1) succeeding term.
2. The term of office will officially begin on September 1st and end on August 30th.
3. Departments will nominate representatives by April 1st of each year. The rotation shall be that every year only one-third of the membership rotates off and one-third is elected.
4. The Chairperson of the Committee will orient every new member to policies and procedures prior to the beginning of their term.

D. *Ex-officio* Members or *Pro-tem* Advisors

With the consent of the Committee, *ex-officio* members or advisors to the Committee may be consulted or invited to the meeting. They can participate in committee discussions but cannot cast a vote.

Departments will be invited to send an advisor to replace a committee member who has applied for promotion and has been recused from the meeting at which the dossier is being considered. Additionally, an advisor will be invited to a meeting for discussion of a dossier from a department without any COSFAP representation. The advisor will not have voting privileges regarding the application.

E. Resignations

1. Requests for resignation from COSFAP must be addressed in writing to the Chairperson, who will in turn notify the Dean and the CHS Faculty Council.
2. When a representative from a department resigns from the Committee, the department will elect a person to fill the unexpired term.

III. COSFAP Organization

- A. The officers of the Committee shall be the Chairperson, the Vice-Chairperson and the Secretary. By June 15th the Committee will elect the officers for the term of office at the first meeting in September.
- B. Members of the Committee will become eligible to serve as an officer after one (1) year of service on the Committee.
- C. The term of office for the Chairperson, Vice-Chairperson and Secretary will be for one (1) year to begin September 1st. Officers may be re-elected for additional one (1)-year terms, provided that they are re-nominated to the Committee by their departments.

IV. COSFAP Meetings

A. Calling of Meetings

1. The Committee will convene in September each year to review policies and guidelines and will set forth a meeting schedule according to the established CHS Guidelines for Faculty Appointments and Promotion Calendar.

2. As required, the Chairperson or a majority of the Committee membership may request a special meeting.

B. Rules of Order

The meeting will be conducted according to Robert's Rules of Order by the Officers of the Committee in their sequence.

C. Quorum

A quorum shall consist of more than half of the voting members of the Committee.

D. Consideration of Applications

1. When dossiers are received by the committee in accordance with the CHS Senior Faculty Appointments and Promotion Calendar, the Chair will assign a primary reviewer. Committee members will review the dossier and be prepared to act on the application at the next meeting hence.
2. *Ex-officio* members and specially appointed *pro-tem* advisors may be permitted to participate in the deliberations by invitation of the Committee.
4. All Committee members are required to be thoroughly familiar with all circulated documents and are encouraged to seek additional information from the designated reviewer.
5. Committee members who are unable to attend may submit opinions in writing.
6. Committee members may write letters of recommendation for nominees.
7. A faculty member may hold joint appointments at RUSH University, but there may be only one "home" or primary appointment and both appointments must be at the same rank

E. Action on Applications

1. A simple majority of a quorum is required for passage of any vote.
2. If there is no quorum, the Committee may receive and discuss information pertaining to an applicant but may not make any formal decisions or recommendations.
3. A record of the committee's decision on an application as well as the voting members with their initials will also be completed. Copies of these documents will be provided to the Dean's office. Copies will also be kept in the Secretary's files.

V. COSFAP Minutes/Files

- A. The Secretary shall record and distribute minutes of the meetings to the Committee members and the Dean within one (1) week following a meeting (Form 601).
- B. The COSFAP files will consist of minutes, correspondence, and summary information on applications, with the candidates' CV.

VI. COSFAP Recommendations

- A. In the event that the faculty appointment or promotion is rejected by the Committee, the Committee will transmit that recommendation to the Dean. If the Dean agrees with the Committee recommendation, the Dean will inform the candidate's Department Chairperson in writing regarding the Committee's decision.
- B. COSFAP will forward their recommendation for appointment or promotion to the Dean for his/her approval.
- C. All Committee members are required to hold in confidence any discussion and the vote concerning an application.

VII. Appeals of Not Recommended Applications

- A. The Department Chairperson may within sixty days of receipt of the letter from the Dean appeal the decision of COSFAP to the Appeals Committee of the CHS Faculty Council to determine that COSFAP procedures were followed according to the College of Health Sciences Policies and Procedures.
- B. Applications resubmitted to COSFAP after sixty (60) days will be reviewed as a new application and in accordance with the established calendar.
- C. The Dean will review all documents and forward his/her recommendation to the Provost.
- D. The Provost will review all materials and if approved, will communicate approval to the candidate with a copy to the Dean and Department Chairperson.

Part II: COSFAP Requirements for Appointments and Promotions

All appointments to and promotions within the College of Health Sciences shall be based on the Guidelines for Faculty Appointments and Promotions established by the College of Health Sciences. Refer to the CHS Guidelines for Faculty Appointments and Promotions for details.

Part III: The Compilation of the Dossier

The candidate should complete the Dossier according to the CHS Guidelines for Faculty Appointments and Promotion.

Appendix C: Rules for Faculty Hearings

- I. The Appeals Committee shall consist of three members of the CHS Faculty Council chosen by the Council, three department Chairs chosen by the Dean, and one additional faculty member chosen by the Dean. No individuals from the department involved will serve on the Appeals Committee. Members of the committee may disqualify themselves for any reason and shall not be included on the committee. The Appeals Committee members will elect a chair from their members.
- II. The Appeals Committee will hold joint pre-review meetings with the parties and their legal counsel, if any, in order to clarify issues, effect stipulations of fact, provide for exchange of documents or other information, and achieve such other pre-review objectives as will make the hearing fair, effective, and expeditious.
- III. Service of notice of the review by the Appeals Committee will be made at least ten (10) working days prior to the review to the appealing faculty member. Notice will be provided by certified mail or by a commercial carrier that can establish receipt of notice to the faculty member's last known address. The faculty member may waive appearing before the Appeals Committee for a hearing and may respond to the charges in writing at any time before the date scheduled for the review. If the faculty member waives a hearing but denies the charges against him/her, or asserts that the charges do not support a finding of adequate cause, the Appeals Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record. The Appeals Committee will submit a written report of its findings and the evidence used to the faculty member, the Department Chair, the Dean and the Provost.
- IV. The Appeals Committee will hold the hearing in executive session.
- V. Pending a decision by the Appeals Committee, the faculty member may be suspended from some or all duties by the Department Chairperson, with approval of the Dean, or be assigned to other duties in lieu of suspension. If the faculty member received a salary, such salary may continue during suspension.
- VI. During a hearing, the faculty member will be permitted to have legal counsel present, at his or her own expense. The Chairperson and the Appeals Committee may also request that counsel be present during the hearing. Legal counsel may not actively participate in the hearing (e.g., speak on behalf of the faculty member or question the other party or witnesses). The appealing faculty member and the Chair (or other respondent) may request that witnesses appear before the committee. Witnesses must have information directly relevant to the matters in dispute in the appeal. Character witnesses are not permitted.
- VII. Minutes of the hearing will be taken, and a copy of the minutes will be made available without cost to the appealing faculty member, the Department Chair and the Dean.

VIII. All information and documents gathered during the appeal shall be kept confidential. The Appeals Committee members, the faculty member, and the Dean or his/her representative will have the right to question all witnesses. Where the witnesses cannot or will not appear, the Appeals Committee has the discretion to admit their statements into the hearing record. The Dean, the Department Chair, the Provost, and the faculty member will be notified of the Appeals Committee's decision in writing.

IX. If the Appeals Committee concludes that adequate cause for suspension or dismissal has been established, it will be so recommended. If the Appeals Committee concludes that adequate cause for suspension or dismissal has been established but that a lesser penalty would be more appropriate, it will be so recommended with supporting reasons. If the Appeals Committee should conclude that adequate cause for suspension or dismissal has not been established by the evidence in record, it will so report. The Department Chairperson, with the advice of the Dean, will have the option either to accept the findings, to not accept the findings or to withdraw the suspension or dismissal action. If the Department Chairperson should not accept the findings and recommendations of the Appeals Committee, his/her reasons for doing so shall be submitted in writing to the Appeals Committee, the Dean, the Provost, and the faculty member within ten (10) working days of receipt of the Appeals Committee Report.

X. Should the faculty member disagree with the outcome of the appeals process as described above, they may appeal to the University Council in a letter addressed to the Chair of the University Council as specified in the Rules for Governance, Article II, Section 2(j).