Article VII
Grievance Policies and Procedures for Faculty

Section 1. Purpose: To provide for hearing review procedures for members of the General Faculty implementing 6-201(N) (See Arizona Board of Regents Policy Manual at 6-201(L) and 6-201(M) for hearing procedures applicable to dismissal, suspension without pay or adverse actions concerning promotion, tenure or nonrenewal allegedly based on discrimination or unconstitutional action, and 6-301(K) 302 for hearing procedures applicable to dismissal or suspension of Academic Professionals.

Source: Arizona Board of Regents Policy Manual - 6-201
Arizona Board of Regents Policy Manual - 6-301 302
University Handbook for Appointed Personnel (UHAP)

Section 2. Grievance Principles

a. The Board of Regents and the President, administrators and faculty of the University of Arizona (UA) recognize the importance of providing a prompt and efficient procedure for fair and equitable resolution of grievances without fear of prejudice or retaliation for initiating a grievance or participating in the grievance process. Faculty members should have a reasonable amount of time to file grievances to seek redress for perceived harm they have suffered.

b. Each individual’s attempt to rectify a perceived wrong is considered consistent with UA’s role as an upholder of individual rights and the integrity of the University.

c. The existence of a grievance process in no way diminishes the responsibility of faculty and administrators for the exercise of sound academic judgment.

d. All grievants shall have clearly defined avenues of appeal and redress that may include mediation and/or a hearing an opportunity to present one’s concerns to a faculty committee that reports to the President or his or her designee. The President decides the matter and his or her decision is the final agency decision. The grievant’s rights to relief in the courts shall not be affected by this policy.
e. Faculty grievance procedures apply to general faculty as defined in the Constitution of the General Faculty, Article II.

f. The preferred option is to resolve grievances internally at the level closest to the grievant. By using internal conciliation and hearing procedures first, the grievant should ordinarily be able to obtain acceptable results without escalation to a formal charge with an outside agency.

g. At each level of the grievance process, the Grievance Clearinghouse Committee or decision maker will advise the grievant of the options available for redress and appeal as part of his or her decision if the grievance is not resolved at that level.

h. In cases to which they apply, involving dismissal of tenured faculty or continuing-status professionals, suspension without pay, violation of due process and academic freedom, the Arizona Board of Regents Policy Manual 6-201 and 6-301 takes priority. In other cases, a grievant may have his or her issues reviewed by the Grievance Clearinghouse Committee for potential review by the Committee on Conciliation and/or Committee on Academic Freedom and Tenure. Request either a conciliation route that may then be followed by a grievance hearing or may directly choose a grievance hearing.

i. When a matter reaches a formal hearing, faculty may choose to present the grievance have a hearing on a grievance before a panel of their peers without counsel present. Alternatively, faculty may choose to be represented by legal counsel at his or her own expense in all hearings.

j. At any and all times, the faculty members hearing grievances shall have the opportunity, but not the duty, to consult University counsel or any outside counsel who has or will be appointed for consultation purposes. In all matters and proceedings, however, the faculty members considering a grievance shall have the right to make the final decisions on all matters substantive or procedural. The role of University or outside counsel shall be solely to answer questions put to them by the faculty considering the grievance.

jk. Each grievant has the right to a fair and reasonably speedy investigation and judgment by members of the appropriate committee or office.

kl. Two or more faculty members with the same grievance have the right to seek redress jointly or individually.

lm. Grievance committees shall keep written records, as appropriate, which shall be equally available to all parties in the case, except privileged communications or documents that are confidential pursuant to state or federal laws or regulations. Committees are not required to keep records of deliberations.

mn. All parties to a grievance are entitled to notification within three (3) business days of changes in the status of their grievance.
Grievances involving faculty members who work off the main UA campus generally shall be handled by grievance procedures prescribed herein.

Grievants and witnesses are assured freedom from reprisals related to their testimony or participation in the grievance process. A separate whistleblower policy describes whistleblower protections and when those protections are applicable.

Allegations of sexual or other impermissible harassment will be referred to the University Office of Institutional Equity for investigation. following the procedures developed by that office.

Allegations of discrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity, or genetic information will be referred to Office of Institutional Equity for investigation. Separate documents describe the policies and procedures. However, if a faculty member alleges that an adverse decision was based on unlawful discrimination other than that covered by ABOR 6-201(M) or 6-301(L), the faculty member may proceed to a CAFT hearing under this policy and these procedures following an investigation by the Office of Institutional Equity and appeal.

Issues of misconduct in research, scholarship, or creative endeavor; conflict of commitment, and facilities misuse are handled by the University Committee on Ethics and Commitment (UCEC) or other committees designated under a separate policy. In conducting inquiries on those matters, UCEC or other appropriate committees follow the applicable University policies on research integrity, professional commitment, and proper facilities use.

Generally, if a conflict cannot be settled through informal means, the Ombuds or Conciliation process, a member of the faculty is best served by filing his or her grievance with the single and most appropriate committee or office. The Grievance Clearinghouse Committee will direct the faculty grievant to the appropriate office or hearing body, inform the parties which committee (Conciliation or CAFT) or process (Office of Institutional Equity) will handle the grievance.

The standard of proof for all findings, conclusions, and recommendations relating to grievances shall be a preponderance of the evidence.

No faculty member or administrator can be a decision maker in a dispute in which he or she is a party or in which he or she has a conflict of interest.

No faculty member shall forfeit the right to grieve a matter unless he or she is aware that e/she has been harmed, has a right to grieve the matter, and is specifically apprised of any time limits regarding contesting the matter.

Section 3. Grievance Resolution Procedures

The Grievance Clearinghouse Committee shall be composed of the chairs of the Committee on Academic Freedom and Tenure (CAFT), the Committee on Conciliation,
the Committee on Ethics and Commitment, a representative of the Office of Institutional Equity, and a faculty representative selected by the Faculty Senate. The vice chair of CAFT shall also serve on the Grievance Clearinghouse Committee as a non-voting member. The chair of CAFT will function as the ex-officio voting chair of the Grievance Clearinghouse Committee.

a. The recommended starting point for resolving grievances is at the head or dean level, whichever is applicable. If, however, the grievant does not wish to follow this route, or this route has not provided acceptable resolution, a grievant has the option of using an Ombudsperson, Ombudsperson Committee member, informal University mediator, members of the Committee on Conciliation, a more formal grievance hearing process, or review by the Grievance Clearinghouse Committee.

b. In most cases, faculty may choose an informal route, (ombuds Ombuds Committee member, informal mediation or members of the Committee on Conciliation), which may be followed (if necessary appropriate) by review by the Grievance Clearinghouse Committee, the grievance hearing route or the grievance hearing route alone. Grievances alleging discrimination (including sexual harassment) may be filed with either the Grievance Clearinghouse Committee (see Article V, Section 7, for composition of Grievance Clearinghouse Committee) or directly with the Office of Institutional Equity, but will be investigated in either instance by the Office of Institutional Equity.

c. Informal problem resolution may be requested, or formal grievances may be filed if the grievant believes any of the following:

i. There has been a violation, a misinterpretation, or an arbitrary or discriminatory application of University policy, regulation, or procedure which, applied personally to that faculty member, infringes upon his or her privileges, responsibilities, or terms and conditions of employment, (e.g., salary, teaching assignment, equipment access, or other inequities); or

ii. He or she has suffered an adverse employment decision, been discriminated against on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity, or genetic information; or

iii. There has been an infringement on his or her academic freedom.

d. The names of University ombudspersons, members of the Committee on Conciliation and members of the Committee on Academic Freedom and Tenure (CAFT) are available from the Faculty Center.

Section 4. Informal Resolution Procedures

Informal resolution procedures are provided for the faculty member who desires informal assistance in the resolution of a complaint. An Ombudsperson Committee member, informal University mediator, or members of the Committee on Conciliation are available to conciliate and coordinate communication among the grievant, respondent and others.
related to the complaint. The purpose of these processes is to air differences between the parties and to resolve the complaint to the satisfaction of both parties without resorting to formal hearings review. In some instances, upon the agreement of the parties and contingent on the availability of resources, a professional outside mediator may be available to conduct dispute resolution. Informal resolution is strongly recommended.

a. Ombuds Program

i. The purpose of the Ombuds Program is to provide informal assistance to prevent or resolve disputes or problems in a neutral setting, to facilitate communication, to preserve or improve working relationships and to create a better working environment.

ii. An Ombudsperson Committee member is a neutral individual who helps manage conflict or perceived conflict by listening and generating options to help the faculty member resolve his or her problem. The Ombudsperson Ombuds Committee member may work confidentially with one, both, or all parties to reach a mutually satisfactory agreement and prevent disputes from escalating.

b. “Point of View”-The University’s Informal Mediation Program

The Point of View Informal Mediation, sponsored by Human Resources, provides neutral trained mediators from the University community. Those who elect to use this process are provided an opportunity to share their uninterrupted point of view. The mediator does not decide who is right or wrong; instead, the mediator helps people understand the conflict and brainstorm options to solve it.

c. Conciliation Process

i. The Committee on Conciliation has jurisdiction to make inquiry and discuss any problem involving any member of the General Faculty in his or her relationship with the University. The committee may consult and advise but shall not conduct hearings. It is the duty of the committee, after careful investigation, to offer advice to the person or persons involved.

ii. The faculty member seeking conciliation shall file a complaint with the Grievance Clearinghouse Committee within six (6) months of his or her knowledge of the actions which form the basis of the complaint.

iii. The Grievance Clearinghouse Committee shall consider the complaint and assign it to the appropriate committee chair (e.g., Conciliation Committee).

iv. Legal counsel may not attend or participate in the conciliation. A grievant may have an adviser from the University community who has no personal knowledge of the matter, who may attend meetings and review written documentation.
v. The Conciliator(s) shall have fifteen (15) days after assignment by the Grievance Clearinghouse Committee to contact the parties followed by thirty (30) days to try to resolve the conflict. Upon agreement of the parties, the chair of the Conciliation Committee may extend the conciliation period by thirty (30) days.

vi. The Conciliation process results shall be summarized in a report prepared by the Conciliator and sent to the parties.

vii. If Conciliation provides a mutually satisfactory result, the process ends. If the parties cannot resolve the differences, the grievant has thirty (30) days from the date of the Conciliator’s report to contact the Grievance Clearinghouse Committee to request that the grievance be reviewed by the Committee on Academic Freedom and Tenure. The Chair may, if he or she chooses, seek a grievance hearing with a request to the Grievance Clearinghouse Committee. The request shall be filed within thirty (30) days of receipt of the conciliator’s report.

Section 5. Grievance Hearing Review Procedures

a. Whether or not a grievant has sought Conciliation, he or she may request a hearing review by a grievance hearing committee through the Grievance Clearinghouse Committee. If the grievant alleges unlawful discrimination not covered by Arizona Board of Regents Policy Manual 6-201(M) or 6-301(L-302, he or she may file a complaint directly with the Office of Institutional Equity without first going through the Grievance Clearinghouse Committee.

i. Requests for hearings by a grievance committee should be filed with the Grievance Clearinghouse Committee review should be filed at the Faculty Center.

ii. If the Office of Institutional Equity representative determines that the Grievance Clearinghouse Committee determines the grievant's case contains an allegation of unlawful discrimination, the grievant's case shall be referred to the Office of Institutional Equity. If the Office of Institutional Equity representative determines that the grievant's case does not contain an allegation of unlawful discrimination, the remaining voting members of the Grievance Clearinghouse Committee will advise which committee shall handle the grievance.

iii. The Grievance Clearinghouse Committee has the right and responsibility to decline to forward grievances for further consideration if the complaint does not involve:

(1) A violation, a misinterpretation, or an arbitrary or discriminatory application of University policy, regulation, or procedure which, applied personally to that faculty member, infringes upon his or her privileges, responsibilities, or terms and conditions of employment (e.g., salary, distribution of effort, equipment access, or other comparable inequities); or
(2) An allegation of an adverse employment decision on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity, genetic information; or

(3) An infringement on his or her academic freedom; or

(4) Those grievances covered under UA Faculty Bylaws, Article VII, Section 5,b, iii, (2), (a).

iv. The Grievance Clearinghouse Committee has the right and responsibility to decline to forward grievances for further consideration if the complaint is substantively identical to an earlier grievance by the same individual which has been, or is being, dealt with through CAFT the Committee on Academic Freedom and Tenure or the Office of Institutional Equity process.

v. If the Grievance Clearinghouse Committee declines to send the grievance forward the grievant has the right to appeal that decision to a special ad-hoc committee comprised of neutral members who are not members of either the Grievance Clearinghouse Committee or the Committee on Academic Freedom and Tenure. Members are appointed by the chair of the faculty. The Grievance Clearinghouse Committee shall either affirm the decision to decline to send the grievance forward, or overrule the decision and send the grievance forward.

b. The grievance review procedure will involve the following steps:

i. Within thirty (30) days of receipt of the Conciliator’s report on matters that were the subject of Conciliation or within six (6) months of the grievant’s knowledge of the occurrence of the actions which formed the basis for the grievance, the grievant shall make a written request for a formal hearing review to the chair of the Grievance Clearinghouse Committee.

ii. The request must be filed by the grievant by hand delivery or by certified mail, return receipt requested, at the Faculty Center and shall contain: grievant’s name, address, telephone number, a statement of the complaint, resolution sought, and either the name and address of grievant’s attorney, or a statement that grievant is proceeding without an attorney.

iii. The Grievance Clearinghouse Committee shall review the facts surrounding the allegation(s) and may either decline to forward the grievance for further consideration or forward advise which committee or process will handle the case based on the following jurisdictional guidelines:
(1) Alleged discrimination. If discrimination in employment, program, or activity based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity, or genetic information is the basis of the grievance, the matter will be referred to the Office of Institutional Equity for consideration in accordance with the procedures established by that office.

(2) Other faculty grievances, including infringement on academic freedom and tenure not covered by Arizona Board of Regents Policy Manual 6-201(M) or 6-301(L)302, will be handled reviewed by the Committee on Academic Freedom and Tenure (CAFT) under this policy.

(a) Under this policy, CAFT the Committee on Academic Freedom and Tenure shall hear review any faculty allegation that a decision affecting his or her employment relation with the University was not determined in substantial compliance with regular University procedures, but only after any administrative appeal mechanism applicable to the decision in question has been exhausted. This includes, but is not limited to, non-renewal of contracts, denial of tenure, promotions, sabbatical leaves, leaves, and disputes on the amount of salary due a non-tenured faculty member who has been suspended or dismissed before the expiration of the employment period.

(b) CAFT The Committee on Academic Freedom and Tenure shall hear review other faculty grievances, such as alleged unfair treatment, where no policies or procedures exist or existing policies or procedures have been misinterpreted, misapplied or violated by a University administrator, but only after any administrative appeal mechanism applicable to the decision in question has been exhausted.

(c) The Committee on Academic Freedom and Tenure review process shall include an interview with the grievant who will be afforded an opportunity to express his or her concerns, and may include interviews with other parties which are required if further action is considered. Within ten (10) days of this interview, the Committee on Academic Freedom and Tenure will either choose to recommend a formal hearing before the Committee on Academic Freedom and Tenure or will determine that the faculty member will not be afforded a formal hearing.

Section 6. Grievance Hearing Procedures
In cases in which a faculty member is suspended or dismissed, receives an adverse decision concerning his or her promotion, tenure, or nonrenewal as a result of allegedly discriminatory or unconstitutional action (including violations of due process or academic freedom), or is released from employment under ABOR Policy 6-201L (Conditions of Faculty Service, Hearing Procedures for Faculty), he or she may request a formal hearing before the Committee on Academic Freedom and Tenure.

i. The chair of the Committee on Academic Freedom and Tenure shall forward to the respondent the request for a hearing and the formal grievance within seven (7) days after the Grievance Clearinghouse Committee has referred the case to the Committee on Academic Freedom and Tenure, with instructions to respond within fifteen (15) days. If the grievant has indicated that he or she will be represented by counsel, the time for respondent to respond should be extended as needed in order for the respondent to seek the advice of counsel. The response shall contain the name, address, telephone number of respondent, a statement of respondent’s position on the issue, and the name and address of the respondent’s attorney (if any) if grievant elects to be represented by an attorney.

ii. Within fifteen (15) days of receipt of the respondent’s position statement, the grievant and respondent will receive written notification from the chair of the Grievance Clearinghouse Committee as to which committee will handle the case and a statement of procedures of that committee. The chair of the Grievance Clearinghouse Committee shall notify the chair of the Committee on Academic Freedom and Tenure at the same time.

iii. The chair of the Committee on Academic Freedom and Tenure will appoint a hearing panel within ten (10) class days of a case assignment. The chair of the Committee on Academic Freedom and Tenure panel will set a hearing date in conjunction with all parties involved in the case. The hearing should begin within sixty (60) calendar days of the date the grievance is assigned to the hearing panel. The sixty (60)-day period includes only the time when the University is in session. Semester breaks and summer recess are not included unless otherwise agreed to by the panel chair and the parties. The parties shall receive notice of the hearing date at least twenty (20) days before the hearing date. The notice shall include:

1. A statement of the time, place and nature of the hearing;
2. A statement of the authority and jurisdiction under which the hearing is to be held;
3. A reference to the particular statutes, rules, or policies involved; and
A short and plain statement of the matters asserted. If the Committee on Academic Freedom and Tenure is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of issues involved. Thereafter, upon application, a more definite and detailed statement shall be furnished.

A grievance shall not proceed if the grievant, after due notice, fails to be present or fails to obtain a continuance. A grievant may withdraw his or her grievance at any stage in the grievance procedure by writing the chair of the panel designated to hear the grievance.

If a grievant commences a grievance with an outside investigative agency based on the same or similar grounds, either the conciliator or the chair of the hearing panel, depending on the stage of the complaint process of the internal grievance, will continue the internal process unless the grievant withdraws the internal grievance or desires a postponement.

No later than fifteen (15) days before the hearing date, the grievant and respondent must provide written documentation, including exhibits and a list of witnesses, to the chair of the hearing panel. The chair may require additional written submissions such as a written opening statement prior to the hearing.

The chair of the hearing panel shall send a copy of the written documentation and witness lists submitted by the grievant and the respondent to the panel members within three (3) days after receipt. The grievant’s witness list, exhibits, and other required documentation will be forwarded to respondent, and the respondent’s witness list, exhibits, and other required documentation will be forwarded to grievant by the chair within three (3) days after receipt of lists from both parties.

Any member of the General Faculty requested by the panel to appear as a witness in its investigation of a complaint shall consider it an obligation as a General Faculty member to appear and testify. The chair of the panel may call witnesses upon request of either party or on the chair’s initiative. The chair may also require the production of books, records, and other evidence. Such requests shall be made either by personal delivery or by certified mail. The chair of the hearing panel shall have the authority to issue subpoenas for the attendance of witnesses and for the production of books, documents, and other evidence.

The Committee on Academic Freedom and Tenure has an important fact-finding role. The hearing may be conducted in an informal, collegial manner and without adherence to the rules of evidence required in judicial proceedings. To the extent possible, the hearing should be carried out in a non-adversarial, collegial way. Hearings shall be conducted according to the following rules:
(1) No fewer than three faculty members shall constitute a hearing panel. Members shall not participate on a hearing panel when there is a conflict of interest.

(2) The hearing, but not the deliberations of the committee, shall be recorded.

(3) Unless overriding reasons under law or ABOR policy are given to grievant, respondent, and other appropriate parties, all parties shall have access to all information that is presented during the hearing at no expense to them.

(4) The chair of the panel shall keep the parties informed about the status of the grievance.

(5) Faculty may choose to have a hearing on a grievance before a panel of their peers without legal counsel present. Alternatively, the faculty may choose to be represented by legal counsel present at his or her own expense in all hearings. In cases between a faculty member and an administrator, if the faculty member chooses not to be represented by counsel present at the hearing, then the administrator shall not have counsel at the hearing either. In cases between faculty members, either party may choose to be represented by counsel present at the hearing at his or her own expense. Any party may obtain legal advice and assistance in preparation for a hearing, even if a legal advisor will not be present at the hearing itself.

(6) Legal advice to the grievance panel:

(a) If neither party is advised or represented by counsel and a University attorney has not been involved in the case on behalf of either party, then a University attorney may provide legal advice to the grievance committee upon request.

(b) Outside counsel may be obtained selected by CAFT the Committee on Academic Freedom and Tenure from a list of qualified attorneys provided by the University to provide legal advice to the committee if the University attorney is precluded from providing advice to the committee because of a conflict or for other reasons as determined by CAFT the Committee on Academic and Tenure. The role of counsel is to give sound legal advice and assistance to the panel on the matter it is hearing.

(c) At the discretion of the CAFT Committee on Academic Freedom and Tenure panel, when the parties are represented by counsel, a hearing officer may be secured under the University’s agreement with the American Arbitration Association Tri-University Outside Counsel,
may conduct the hearing. Alternatively and at the CAET panel’s discretion, a hearing officer secured from another list of impartial hearing officers maintained and used by the Department of Human Resources for personnel hearings may conduct the hearing. The hearing officer assists the panel in developing findings, conclusions and recommendations during deliberations and may prepare the written report in consultation with the panel but does not participate in the decision-making process of deliberation.

(7) For good cause shown, upon request of either party or on the chair’s own initiative, the chair may continue the proceedings to another time.

(8) The hearing shall be closed to the public except that the grievant may, at his or her discretion, demand that the hearing be open to the public.

(9) The grievant and respondent may be present during the hearing proceeding. Witnesses shall be excluded except while testifying.

(10) Generally, the panel will allow all witnesses to testify and documents to be presented which are relevant and probative to the complaint or the response. The CAFT Committee on Academic Freedom and Tenure panel shall exclude irrelevant, immaterial or unduly repetitious evidence.

(11) Each party may present an opening statement of his or her position. Generally, the grievant will then present all of his or her witnesses and documents. The panel members may question the witnesses and parties and ask questions about documents presented throughout the hearing. The respondent may question the grievant and witnesses. After the grievant has presented his or her case, the respondent shall have an opportunity to present witnesses and documents, and the committee members may question the witnesses and ask questions about documents presented. The grievant may question the respondent and witnesses.

(12) At the completion of the hearing, including any closing statement and receipt of any written memoranda requested by the panel, the panel will deliberate and prepare a written recommendation. The recommendation shall include findings of fact and conclusions, separately stated, based exclusively on the evidence. Within thirty (30) days of the conclusion of the hearing and receipt of all written documents requested of the parties, the panel will forward its recommendation to the President, who will make the final decision. Upon good cause shown, the President may extend the recommendation date by an additional thirty (30) days.
Within forty-five (45) days of receipt the date of the panel’s recommendation and record, the President shall issue a written decision that includes findings of fact and conclusions, separately stated. Copies of the President’s decision, including the CAFT Committee on Academic Freedom and Tenure recommendation, shall be mailed to CAFT the Committee and the parties. The President’s decision shall include a statement that an appeal to Superior Court pursuant to the Administrative Review Act, A.R.S. § 12-901 et.seq., if desired, must be filed within thirty-five (35) days from the date when a copy of the decision is served upon the party affected. If the President cannot issue a decision within the forty-five (45)-day period, the President will notify the parties within the 45-day period of a delay in the issuing of the decision, the reasons for the delay, and the date on which the decision can be expected.

A faculty member who is dissatisfied with the President's decision may request reconsideration of the decision by filing a written request with the President no later than fifteen (15) days following receipt of the President's written decision. If no request for reconsideration is made, the President's decision is effective at the expiration of the period in which to request reconsideration.

(a) The request for reconsideration shall be based on one or more of the following grounds:

(i) Irregularities in the proceedings, including any abuse of discretion or misconduct by the CAFT Committee on Academic Freedom and Tenure panel that deprived the faculty member of a fair and impartial hearing;

(ii) Newly discovered material evidence which with reasonable diligence could not have been presented at the hearing; or

(iii) The decision is not justified by the evidence or is contrary to law.

(b) If the faculty member requests reconsideration, the President will either deny reconsideration or issue a final decision within twenty (20) days of receiving a request for reconsideration.

(c) The President's decision on reconsideration shall include a statement that an appeal to Superior Court pursuant to the Administrative Review Act, A.R.S. § 12-901 et.seq., if desired, must be filed within thirty-five (35) days from
the date when a copy of the decision is served upon the party affected.

Cross-References
For the composition of grievance committees, see "Bylaws of the General Faculty of the University of Arizona." Article V, Sections 7, 8, 9.

For the Board of Regents’ policy, see Arizona Board of Regents Policy Manual Section 6-201, "Conditions of Faculty Service" and Arizona Board of Regents Policy Manual Section 6-301, "Conditions of Professional Service."