ARTICLE 4. INTERNAL GOVERNANCE UNIT-LEVEL POLICIES

Section 1. New departments or units. Each new department and or unit will develop a written policy delineating its procedures for the internal governance of the department or unit, merit review, professional responsibilities, review and promotion, summer session, and professional development. Guidelines for these policies are described in Appendix xx.

Section xx. Development of new policies. All faculty in each department or unit shall have the opportunity to participate in the development of that department or unit’s internal governance policies. At the outset of its formulation of such policy, the faculty will first consider any input provided by the appropriate department or unit head, dean, vice president, Provost, or designee. After the department or unit process for policy development is complete, the faculty will submit their recommended policy to the appropriate dean, or vice president, or designee for review. Within 45 days, the dean, vice president, or designee will provide a written explanation to all faculty members and, upon request of faculty, meet with the unit faculty to discuss any non-grammatical alterations they propose to make to the recommended policy before submission to the Provost’s Office.

If the dean has amended the faculty-approved policy, they will send both their amended policy and the faculty-approved policy to the Provost for review and approval.

The Office of the Provost’s Office will have final authority to establish policy for each department or unit. The Office of the Provost will send the established policy to the dean and the department or unit head within 60 days of the receipt of the material from the dean. The department or unit head shall send it to the faculty in the unit.

Section xx. Administration-initiated revision. The department or unit head, dean, vice president, or the Office of the Provost’s Office may call for changes to the established governance policy of a department or unit by informing the unit faculty of the change being considered, thereby initiating the unit’s process for policy revision.

The faculty will consider the suggested change and submit their recommended policy to the appropriate dean or vice president for review. If the faculty has amended the policy change suggested by the administrator, they will submit both their amended policy and the administrator-suggested policy to the dean or vice president.

Within 45 days of submission of the recommended policy, the dean, vice president, or designee will provide a written explanation to all faculty members and meet with the unit faculty to discuss any non-grammatical alterations they propose to make to the recommended policy before submission to the Office of the Provost.

If the dean has amended the faculty-approved policy, they will send both their amended policy and the faculty-approved policy to the Provost for review and approval.
The Office of the Provost will have final authority to establish policy for each department or unit. The Provost will send the established policy to the dean and the department or unit head within 60 days of the receipt of materials from the dean. The department or unit head will send it to the faculty in the unit.

Section xx. Faculty-initiated revision. Department or unit faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to an established internal governance unit-level policy by notifying the faculty, or department or unit head, of a change to be considered, thereby initiating the process for policy review and possible revision. Calls for revision of a department or unit policy will be assigned to a governance committee or considered at a regular faculty meeting within 30 days of the notification of the proposed change.

The faculty will review the suggested change and submit any approved changes to the appropriate dean or vice president for review.

Within 45 days of submission of the recommended policy, the dean, vice president, or designee will provide a written explanation to all faculty members and meet with the unit faculty to discuss any non-grammatical alterations they propose to make to the recommended policy before submission to the Office of the Provost.

If the dean has amended the faculty-approved policy, they will send both their amended policy and the faculty-approved policy to the Provost for review and approval.

The Office of the Provost will have final authority to establish policy for each department or unit. The Provost will send the established policy to the dean and the department or unit head within 60 days of the receipt of materials from the dean. The department or unit head will send it to the faculty in the unit.

Section xx. University-Union revisions. The Provost will communicate to department or unit any agreements between the University and the Union that modify provisions of an established department or unit policy. Department or unit policies will be updated on the Provost’s website within 60 days of the agreement.

Section xx. Internal Shared Governance. Policies for internal governance must include provisions for appropriate documentation of decisions and for the appropriate and equitable participation of both faculty in the Tenure-Track and Tenured and Career NTTF classifications in governance and the development of departmental or unit policies.

a. The participation must be appropriate. Appropriate participation includes, but is not limited to, departmental activities such as unit meetings, voting, and committee membership. There must be documented and legitimate structural, pedagogical, or programmatic reasons for determining that a class of faculty (TTF or Career NTTF), a particular classification, a particular rank, or a particular FTE level should not participate in a particular aspect of governance.
b. When participation is appropriate, it must also be equitable. Equitable participation requires a level of parity that allows TTF and Career NTTF faculty in a department or unit to have a meaningful role in governance. Equitable participation does not mean that governance roles for every faculty member must be exactly the same or that there must be absolute proportionality in governance for all faculty classifications and ranks.

c. Career NTTF faculty whose teaching is primarily at the undergraduate level (e.g. instructors) may participate and vote on undergraduate curricular matters. Career NTTF faculty whose teaching is primarily at the graduate level (e.g. lecturers) may participate and vote on graduate curricular matters. Career NTTF faculty whose teaching is routinely at both levels, may participate and vote at both levels.

Section xx. All unit policies developed through the internal governance process, including but not limited to, merit review, professional responsibilities, and review and promotion, summer session, and professional development should be periodically reviewed to ensure that they comply with and reflect current CBA language and current university policy. Notwithstanding the above, summer session and professional development policies are approved by the deans and do not require Office of the Provost-level approval. For those policies, the deans will have final authority to establish policy for each department or unit. The dean will send back final policies to the department or unit faculty within 30 days of the receipt of materials from the faculty and will forward to the Office of the Provost for posting on the Office of the Provost website. Unit faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to established internal policies by notifying the faculty, or department or unit head, of a change to be considered, thereby initiating the process for policy review and possible revision.

Section xx. Timelines in this Article are tolled over academic breaks and between academic years.