

Appendix P

Process for Changes in Policy, Procedure, and Curriculum, and for Elimination of Degrees and Programs

I. Introduction

The following procedures outline steps to be followed in proposing (a) new or revised policies and procedures for the Faculty Handbook, (b) curriculum changes, and (c) degree or program eliminations. It is intended that all members of the faculty will be informed of any proposed change and that anyone who would be affected by the change will have an opportunity to comment on the proposal before it is presented to the Board of Trustees for approval.

II. Policy or Procedure Change

A. Initiation of Proposals

Proposals for new or revised procedures for the Faculty Handbook can be initiated either by a faculty member or by the administration. Any proposed new or revised policy or procedure submitted under this process must include with the proposal a written explanation of, and/or justification for, the proposal. The point of contact between the faculty and the administration is a communication between the Chair of the University Faculty Council (UFC) and the President. The President and the Chair of the UFC may initiate a proposal jointly.

B. Proposals from the Faculty

1. Who May Submit a Proposal

Any member of the faculty may propose a change in policy or procedure by submitting a proposal, in writing, to the Chair of the UFC.

2. Initial Determination as to the Merits of a Proposal

The UFC shall consider proposals submitted by faculty members. If possible, the UFC initially shall make a determination as to whether the proposal appears to be meritorious. If the UFC is able to determine that the proposal clearly is without merit, no further action shall ensue. The Chair of the UFC shall inform the faculty member who submitted the proposal of such disposition of the proposal.

If the UFC is unable to determine that the proposal clearly is without merit, or if the UFC determines that the proposal appears to be meritorious, the UFC next shall determine whether the proposal entails a major or a minor change in procedure or policy. Depending upon which determination is made, the following procedures shall ensue.

3. **Proposals Entailing Minor Change**
If the UFC determines, in accordance with subsection II.B.2. above, that a faculty member's proposal entails a minor change, the UFC shall solicit comments from the academic units. Following receipt of such comments the UFC shall consider the proposal and the comments received. If the UFC votes to support the proposal in its original or modified version, the Chair of the UFC shall transmit the proposal as adopted to the President, along with any supporting and/or explanatory materials it deems appropriate. The Chair shall do so within 90 days of the vote.
4. **Proposals Entailing Major Changes**
If the UFC determines, in accordance with subsection II.B.2. above, that a faculty member's proposal entails a major change, the Chair of the UFC shall submit the proposal to the Faculty for consideration at the next faculty meeting, if possible. If the Faculty adopts the proposal, either as proposed or in modified form, the Chair of the UFC shall transmit the proposal as adopted to the President within 30 days of the vote.
5. **President's Action**
Upon receipt of a proposal pursuant to subsection II.B.3. or II.B.4. above, the President shall distribute it to the university's academic leadership for comment. The President shall respond to the transmitter of the proposal (i.e., either the UFC or the Faculty) within 90 days of its receipt, unless he or she secures agreement that an extension of time is necessary and appropriate. If the President's position is different from that of the UFC or the Faculty (depending upon which entity transmitted the proposal to him or her), efforts shall be made to reconcile the positions. If, as a result of such efforts, there are substantial revisions to the proposal, those revisions shall be circulated and considered in the same way that the original proposal was considered.
6. **Involvement of Board of Trustees**
If there is agreement between the UFC and the President, or the Faculty and the President (as the case may be) on the final form of the proposal and the President determines that it is not a matter requiring Board approval, the new policy or procedure shall be published and implemented without action by the Board. Otherwise, the President shall take the final proposal to the Board of Trustees or its executive committee for action. The President shall report to the Board or its Executive Committee the position of the UFC or the Faculty (depending upon which entity transmitted the proposal to him or her) on the proposal.

C. **Proposals from the President**

1. **UFC and Academic Unit Consideration of Minor Changes**
A proposal for a change in policy or procedure made by the administration shall be transmitted by the President to the Chair of the UFC. The Chair in

turn shall transmit the proposal, along with such comments as the UFC deems appropriate, to the academic units. Each academic unit shall discuss the proposal (and comments) transmitted to it and shall submit its comments to the UFC. As an initial matter, the UFC then shall determine whether the proposal entails a minor change. If the UFC so determines, it shall consider the proposal on the merits, in light of the comments submitted by the academic units. If the UFC votes to support the proposal in its original or in a modified form, it shall transmit the proposal as adopted to the President, along with any comments and supporting and/or explanatory materials it deems relevant. Such submission to the President shall be made within 90 days of receipt of the proposal unless there is agreement between the President and the Chair of the UFC that an extension of time is necessary and appropriate.

2. **Submission to the Faculty of Proposals Entailing Major Changes**
If, upon receipt of a proposal from the President, or at any time thereafter during the course of the proposal's consideration by the UFC and/or the academic units in accordance with subsection II.C.1. above, the UFC determines that the proposal entails a major change, the UFC shall submit the proposal, along with any supporting or explanatory materials it deems relevant, to the Faculty for consideration at the next possible faculty meeting. The UFC may await receipt of the academic units' comments before so doing. Upon submission of the proposal to the Faculty, the UFC shall cease to have jurisdiction as to the matter.
3. **Reconciliation of Differences**
If the President's position as to the proposal submitted by him or her differs from the position of the UFC or, in the instance of proposals considered by the Faculty, is different from the position of the Faculty, efforts shall be made to reconcile the parties' positions. After such efforts have concluded, and if there are substantial revisions to the proposal, these revisions shall be circulated and considered in the same way that the original proposal was considered.
4. **Submission of the Proposal to the Academic Leadership**
The President also shall transmit the administration proposal to the members of the academic leadership for comment. The academic leadership members shall submit their comments to the President within 90 days of the date of its submission to them.
5. **Involvement of the Board of Trustees**
If there is agreement between the UFC and the President, or the Faculty and the President (as the case may be) on the final form of the proposal and the President determines that it is not a matter requiring approval by the Board of Trustees, the new policy or procedure shall be published and implemented without action by the Board. Otherwise, the President shall take the final

proposal to the Board of Trustees or its executive committee for action. The President shall report to the Board or the executive committee the position of the UFC or of the Faculty, as the case may be, on the proposal.

- D. Appointment of Special Committee
At any point in the foregoing processes the UFC or the President may determine that there would be benefit in referring the matter to a committee for consideration, the Chair of the UFC, the President, or the President and the Chair of the UFC jointly, may appoint a committee to develop or review a proposal and provide such recommendation.

III. Curriculum Change

- A. Definition of “Curriculum Change”
“Curriculum change” means a new degree program or a significant change to an existing degree program. Thus, for example, matters such as the increase or decrease in credit of a given course ordinarily would not be considered a “curriculum change” within the meaning of this Section III.
- B. Proposed Curriculum Changes
Curriculum changes ordinarily are proposed within an academic unit. However, the President, the Provost, a dean of a college, or a director of an institute, may propose a change, as well. In addition, changes may be proposed by the Undergraduate Studies Committee and the Graduate Studies Committee.
- C. Notice to Proposing Party of Rejection of a Proposed Curriculum Change
If a proposed change fails at any level of its consideration, as addressed below, the proposal and a statement of the reasons for the rejection shall be forwarded to the proposing party and shall be attached to the minutes, if any, of the body that took such action. Rejection of a proposal shall not preclude its resubmission at any time, with or without change.
- D. Proposals Regarding Undergraduate Programs
 - 1. Submissions to, and Recommendations by, the Undergraduate Studies Committee
The party making a proposal for a curriculum change shall submit the proposal to the Undergraduate Studies Committee (unless it is the Committee itself that is initiating the proposal). After considering a proposal (either submitted to it or generated by the Committee itself), the Committee shall make a recommendation as to its adoption or rejection, in its original or modified form, to the UFC. The Committee shall provide in writing an explanation for its recommendation.

2. **Action by the University Faculty Council**
Upon receipt of a recommendation by the Undergraduate Studies Committee, the UFC may solicit comments from the academic units relevant to the proposal, both in its original form and in such modified form as the Committee may have recommended. After receiving such comments the UFC shall consider the original proposal (and any proposed modified form of the proposal) in light of the recommendation(s) of the Undergraduate Studies Committee, the comments of the academic units, and any other relevant information. If the UFC approves the proposal, either in its original or in a modified form, it shall refer the proposal as adopted by the UFC to the Faculty.
3. **Action by the Faculty**
Upon approval by the UFC of a proposed curriculum change, the UFC shall distribute to each eligible voting faculty member a copy of the proposed change along with any supporting documentation. Upon request of at least 10 eligible voters the UFC shall withhold transmitting approval of the curriculum change until the proposal has been put before the full faculty for a vote at a regular or special meeting of the faculty. If the UFC has not received such a request from at least 10 eligible voters within 30 days following distribution of the proposed curriculum change, then the UFC shall transmit the approved proposal to the President.
4. **Involvement of Deans, Directors, and the Provost**
At the time the proposing party submits a proposal to the Undergraduate Studies Committee, or the Committee itself generates a proposal, the party or Committee (as the case may be) also shall submit the proposal to the dean or director of the college, school, or institute, as to which the proposal applies, as well as to the Provost. The dean or director shall submit his or her recommendation(s) to the Provost. The Provost subsequently shall submit his or her recommendation(s) to the President, and in so doing shall report the recommendation(s) received from the dean or director.
5. **Action by the President**
If the President concurs with the proposed curriculum change as transmitted to her or him by the Faculty, she or he shall submit it, in conjunction with his or her own recommendation, to the Board of Trustees, or its executive committee, for action. If the President does not concur in the proposed curriculum change, efforts shall be made to reconcile the parties' positions. If such reconciliation efforts succeed in producing an agreement on a proposal, that proposal—if it does not substantially differ from the proposal approved by the Faculty—shall be submitted to the Board of Trustees, or its executive committee, for action. If the reconciliation efforts succeed in producing an agreement as to a proposal, but that proposal substantially differs from the proposal approved by the Faculty, this modified proposal shall be considered in the same manner as the original proposal was addressed.

E. Proposals Regarding Graduate Programs

1. Submissions to, and Recommendations by, the Graduate Studies Committee
The party making a proposal for a curriculum change shall submit the proposal to the Graduate Studies Committee (unless it is the Committee itself that is initiating the proposal). After considering the proposal (either submitted to it or generated by the Committee itself), the Committee shall make a recommendation as to its adoption or rejection, in its original or modified form, to the UFC. The Committee shall provide in writing an explanation for its recommendation.
2. Action by the University Faculty Council
Upon receipt of a recommendation by the Graduate Studies Committee, the UFC may solicit comments from the academic units relevant to the proposal, both in its original form and in such modified form as the Committee may have recommended. After receiving such comments, the UFC shall consider the original proposal (and any proposed modified form of the proposal) in light of the recommendation(s) of the Graduate Studies Committee, the comments of the academic units, and any other relevant information. If the UFC approves the proposal, either in its original or in a modified form, it shall refer the proposal as adopted by the UFC to the Faculty.
3. Action by the Faculty
Upon approval by the UFC of a proposed curriculum change, the UFC shall distribute to each eligible voting faculty member a copy of the proposed change along with any supporting documentation. Upon request of at least 10 eligible voters the UFC shall withhold transmitting approval of the curriculum change until the proposal has been put before the full faculty for a vote at a regular or special meeting of the faculty. If the UFC has not received such a request from at least 10 eligible voters within 30 days following distribution of the proposed curriculum change, then the UFC shall transmit the approved proposal to the President.
4. Involvement of Deans, Directors, and the Provost
At the time the proposing party submits a proposal to the Graduate Studies Committee or the Committee itself generates a proposal, the party or the Committee (as the case may be) also shall submit the proposal to the dean or director of the college, school or institute, as to which the proposal applies, as well as to the Provost. The dean or director shall submit his or her recommendation(s) to the Provost. The Provost subsequently shall submit a recommendation to the President, and in so doing shall report the recommendation(s) received from the dean or director.

5. Action by the President

If the President concurs with the proposed curriculum change as transmitted to him or her by the Faculty, he or she shall submit it, in conjunction with his or her own recommendation(s), to the Board of Trustees, or its executive committee, for action. If the President does not concur in the proposed curriculum change, efforts shall be made to reconcile the parties' positions. If such reconciliation efforts succeed in producing an agreement on a proposal, that proposal, if it does not substantially differ from the proposal approved by the Faculty, shall be submitted to the Board of Trustees, or its executive committee, for action. If the reconciliation efforts succeed in producing an agreement as to a proposal, but that proposal substantially differs from the proposal approved by the Faculty, this modified proposal shall be considered in the same manner as the original proposal was addressed.

IV. Degree or Program Elimination

A proposal for degree or program elimination can be initiated either by an academic unit or by the administration. While the final decision rests with the Board of Trustees, it is important that all affected units have an opportunity to comment on the proposal.

A. Proposal from Academic Unit

1. Initiation of Proposal

A proposal to eliminate a degree or program initiated by an academic unit shall be submitted to the dean, in the case of a college with departments, or to the Provost. If it comes from a department in a college with departments, the dean shall review the proposal and transmit it with a recommendation to the Provost. The Provost then will transmit the proposal, with his or her recommendation, to the President.

2. Referral of the Proposal by the President

The President shall transmit the proposal to the University Faculty Council (UFC) and to the academic leadership for comment. The academic leadership shall give comments on the proposal to the President.

3. Action by the University Faculty Council

Upon receipt of a proposal from the President, the UFC shall solicit comments from academic units other than the one initiating the proposal, as well as from the Undergraduate and/or Graduate Studies Committee(s), as appropriate. After receiving such comments, the UFC shall consider the original proposal and any other relevant information. If the UFC approves the proposal, either in its original or in a modified form, it shall refer the proposal as adopted by the UFC to the Faculty.

4. **Action by the Faculty**
Upon receipt by the UFC of a proposed elimination of a degree or program, the Faculty shall consider the proposal at the next possible faculty meeting. If the Faculty approves such change, either as presented to it or in modified form, it shall transmit the approved proposal to the President. If it disapproves the proposal, it shall so inform the President.
5. **Action by the President**
The President shall review the recommendations received from the UFC and the academic leadership, as well as the action of the Faculty. If the President concurs with the proposed change as transmitted to him by the Faculty, he or she shall submit it, in conjunction with his or her own recommendation, to the Board of Trustees, or its executive committee, for action. If the President does not concur in the proposed change, he or she shall so report that fact to the Chair of the UFC, and efforts shall be made to reconcile the parties' positions. If such reconciliation efforts succeed in producing an agreement on a proposal, that proposal, if it does not substantially differ from the proposal approved by the Faculty, shall be submitted to the Board of Trustees, or its executive committee, for action. If the reconciliation efforts succeed in producing an agreement as to a proposal, but that proposal substantially differs from the proposal approved by the Faculty, this modified proposal shall be considered in the same manner as the original proposal was addressed.

B. **Proposal from the President**

1. **Submission of the Proposal for Comment**
If the President proposes that an academic degree or program should be eliminated, he or she shall refer such proposal to the Provost. The Provost in turn shall refer the proposal to the dean or director and/or academic unit head responsible for the degree or program for comment. After the President receives such comment, and if he or she decides to go forward with the proposal, he or she then shall refer the proposal to the UFC.
2. **Action by the University Faculty Council**
Upon receipt of a proposal from the President, the UFC shall solicit comments from the academic units, as well as from the Undergraduate and/or Graduate Studies Committees(s), as appropriate. After receiving such comments, the UFC shall refer the proposal and the comments received to the Faculty for consideration.
3. **Action by the Faculty**
Upon receipt by the Faculty of a proposal to eliminate a degree or program, the Faculty shall consider the proposal at the next possible faculty meeting. If the Faculty approves such proposal, either as presented to it or in modified

form, it shall transmit the approved proposal to the President. If it disapproves the proposal, it shall so inform the President.

4. Involvement of the Academic Leadership

The President shall refer the proposal to the academic leadership for comment. The members of the academic leadership shall submit their comments to the President.

5. Action by the President

The President shall review the recommendations received from the Faculty and the academic leadership. He or she shall refer the matter, with the recommendations received and with his or her own recommendation, to the Board of Trustees, or its executive committee, for action.