

ACADEMIC AFFAIRS POLICY CREATION AND REVISION PROCEDURE

Following discussion and preparation of draft language for a new or revised policy, the following process shall be followed, with the specified individuals or groups involved in the review and approval process:

1. After an initial review by the President's Council, Dean's Council, Academic Leadership Council and/or the Academic Senate will be invited to review a proposed new or revised policy. Reviews not completed within 45 days of the receipt of the document will be interpreted as support of the policy.
2. The Associate Provost of Academic Operations integrates any acceptable recommended changes and approves for University-wide review.
3. The Office of Governmental Relations will communicate the availability of the policy for university-wide review and provide the Provost's office with any feedback provided during the 30-day review period immediately after the 30 days have passed.
4. The Associate Provost of Academic Operations will integrate any accepted recommended changes that emerged from the university-level reviews and make a recommendation to the Provost.
5. Once the Provost and Vice President for Academic Affairs has approved, the approved policy will be posted to the Academic Affairs Policy web page, in the format established for policies and procedures, and communicated to all University stakeholders through University-Wide Notices.

Revision Procedure:

The "owner" of policies (typically the Academic Affairs office or a dean or director of the relevant unit) is responsible for reviewing all policies and procedures at least every three years and providing any required updates.

*Whenever a policy would impact wages, hours, or working conditions that are covered by a collective bargaining agreement, the appropriate bargaining unit representatives will be involved in the discussions. As a general rule, policies would be reviewed by any relevant academic groups. Procedures may be updated as needed by Academic Affairs.