

## ACADEMIC AFFAIRS REVIEW, REVISION, AND REMOVAL OF EXISTING POLICIES PROCEDURE

### Purpose

The purpose of this procedure is to describe the steps to be taken for the scheduled review, revision, and removal of Academic Affairs policies.

### Scheduled Review Procedure:

According to the Ferris State University Policy Review Process, all existing policies are to be reviewed every five (5) years. The Provost (or designee), in consultation with the Academic Policy and Standards (AP&S) Committee, will maintain a 5-year review schedule for Academic Affairs policies.

The process for the scheduled review of existing policies is as follows:

1. In the fall semester, the AP&S Committee will begin review of the policies scheduled for the annual cycle.
2. The Provost (or designee) will work with the AP&S Committee to answer questions and provide additional information as needed throughout the committee's review, including but not limited to, the identification of relevant offices, departments, committees and/or individuals to provide necessary content expertise.
3. The Chair of the AP&S Committee will present the review and recommendations to the SEC and Senate:
  - a. Policy revisions or recommendations deemed minor in nature may be presented to the Senate by the Chair of the AP&S Committee as informational;
  - b. Policy revisions or recommendations deemed substantive in nature may be presented to the Senate by the Chair of the AP&S Committee for action.
4. Following Senate action, the Chair of the AP&S Committee will share the recommended policy revisions with the Provost (or designee).
5. The Provost (or designee) will share the recommended policy revisions from the Senate with the President and President's Council and integrate any acceptable recommended changes and approve for University-level review.
6. The Provost (or designee) will communicate the availability of the policy for University-level review.

7. After the 30-day review period, the Provost (or designee) will integrate any accepted recommended changes that emerged from the University-level review within 30 days during the academic year.
8. Once the Provost and Vice President for Academic Affairs have approved the policy revision, the updated policy will be added to the University repository of policies on the website, in the format established for policies and procedures, and the update to the policy will be communicated to all University stakeholders through University-Wide Notices.

## **Revision or Removal Procedure:**

The need for policy revision or removal may arise at any time; therefore, this process is separate from the 5-year review schedule as follows:

1. Any party may propose an Academic Affairs policy revision or removal to the Provost or designee.
2. The Provost (or designee) will review the revision or removal and consult with the President and President's Council.
3. If the Provost (or designee) supports the revision or removal, the Deans' Council, Academic Leadership Council, and the Academic Senate will be invited to review the proposed revision or removal. (For the Academic Senate, see steps 2-4 of the Academic Affairs Review, Revision and Removal of Existing Policies Procedure). Reviews not completed within 45 business days of receipt of the document will be interpreted as support of the policy.
4. Any acceptable changes provided to the Provost (or designee) will be incorporated.
5. The Provost (or designee) will communicate the availability of the policy for University-level review.
6. After the 30-day review period, the Provost (or designee) will integrate any accepted recommended changes that emerged from the University-level review within 30 days during the academic year.
7. Once the Provost and Vice President for Academic Affairs have approved the policy revision, the updated policy will be added to the University repository of policies on the website, in the format established for policies and procedures, and the update to the policy will be communicated to all University stakeholders through University-Wide Notices.

## **Related Documents**

[Ferris State University Policy Review Process](#)

Academic Affairs Policy Creation Procedure (under review)

[Board Policy, Subpart 3-5, Academic Senate](#)