

1 UNITED ACADEMICS COUNTERPROPOSAL

2 ARTICLE 4. UNIT-LEVEL POLICIES

3 Section 1. Initiation.

- 4 a. **New departments or units.** Each new department or unit will develop a written policy
5 delineating its procedures for the internal governance of the department or unit, merit
6 review, professional responsibilities, review and promotion, summer session, and
7 professional development. Guidelines for these policies are described in Appendix xx.
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- 9 b. **Administration-initiated revision.** The department or unit head, dean, vice president,
10 or the Office of the Provost may call for changes to the established policy of a
11 department or unit by informing the unit faculty of the change being considered, thereby
12 initiating the unit’s process for policy revision.
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- 14 c. **Faculty-initiated revision.** Department or unit faculty members, either through a
15 governance committee or at a regular faculty meeting, may call for changes to an
16 established unit-level policy by notifying the faculty, or department or unit head, of a
17 change to be considered, ~~thereby initiating the process for policy review and possible~~
18 ~~revision.~~ **Calls for revision of a department or unit policy will be assigned to a**
19 **governance committee or considered at a regular faculty meeting within 120 days of**
20 **the notification of the proposed change.**
21
- 22 d. **University-Union revisions.** The Office of the Provost will communicate to
23 departments or units any agreements between the University and the Union that modify
24 provisions of an established department or unit policy. Department or unit policy
25 documents will be updated on the Provost’s website within ~~90~~ 60 days of the
26 agreement. Policy revisions under this subsection are not subject to the process
27 outlined in Sections 2 and 3.

28 **Section 2. Development and revision of policies.** All faculty in each department or unit shall
29 have the opportunity to participate in the development and revision of that department or unit’s
30 policies. At the outset of policy formulation or revision, the faculty will first consider any input
31 provided by the appropriate governance committee, department or unit head, dean, vice
32 president, Provost, or designee. If the faculty has amended the policy change suggested by the
33 administrator in Section 1.b., they will submit both their amended policy and the administrator-
34 suggested policy to the dean or vice president. Revised policies submitted for revision must
35 adhere to guidelines for ~~policy revision and~~ version control established by the Office of the
36 Provost and posted on their website.

37 **Section 3. Review, Approval, and Enactment.** After the department or unit process for policy
38 development is complete, the faculty will submit their recommended policy to the appropriate
39 dean or vice president’s office for review. Within 45 days of submission of the **faculty-approved**
40 **recommended-policy**, the dean, vice president, or designee will provide a written notice and
41 explanation **of any non-grammatical alterations they propose to make to the faculty-approved**
42 **policy before submission to the Office of the Provost to all the department or unit** faculty
43 members and, upon request of faculty, meet with the unit faculty. ~~to discuss any non-~~
44 ~~grammatical alterations they propose to make to the recommended policy before submission to~~
45 ~~the Office of the Provost’s Office.~~

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

3 The Office of the Provost will have final authority to establish policy for each department or
4 unit. The Office of the Provost will send the established policy to the dean and the department
5 or unit head within 60 days of the receipt of the material from the dean. The department or
6 unit head shall send it to the faculty in the unit **within 30 days**. The timelines above also apply
7 to policy review, distribution, and posting where the Office of the Provost has delegated
8 review and approval to the deans.

9 **Section 4. Internal Shared Governance.** Policies for internal governance must include
10 provisions for appropriate documentation of decisions and for the appropriate and
11 equitable participation of faculty in the Tenure-Track and Tenured and Career
12 classifications in governance and the development of departmental or unit policies.

13 a. The participation must be appropriate. Appropriate participation includes, but is
14 not limited to, departmental activities such as unit meetings, voting, and committee
15 membership. There must be documented and legitimate structural, pedagogical, or
16 programmatic reasons for determining that a class of faculty (TTF or Career), a
17 particular classification, a particular rank, or a particular FTE level should not
18 participate in a particular aspect of governance.

19
20 b. When participation is appropriate, it must also be equitable. Equitable participation
21 requires a level of parity that allows TTF and Career faculty in a department or unit to
22 have a meaningful role in governance. Equitable participation does not mean that
23 governance roles for every faculty member must be exactly the same or that there must
24 be absolute proportionality in governance for all faculty classifications and ranks.

25
26 c. Career faculty whose teaching is primarily at the undergraduate level (e.g. instructors)
27 may participate and vote on undergraduate curricular matters. Career faculty whose
28 teaching is primarily at the graduate level (e.g. lecturers) may participate and vote on
29 graduate curricular matters. Career faculty whose teaching is routinely at both levels, may
30 participate and vote at both levels.

31 **Section 5. Periodic Review.** All unit policies developed through the internal governance
32 process, including but not limited to, merit review, professional responsibilities, review and
33 promotion, summer session, and professional development should be periodically reviewed
34 to ensure that they comply with and reflect current CBA language and current university
35 policy.

36 **Section 6.** Timelines in this Article are paused for the duration of academic breaks and between
37 academic years.