

ARTICLE 4. UNIT-LEVEL POLICIES

Preamble

As a principle of equity and shared governance, unit-level policies for review, promotion and merit shall reflect the diverse nature of the work performed by bargaining unit faculty members within each unit and academic discipline.

Section 1. Initiation.

- a. **New departments or units.** Each new department or unit ~~will~~ shall 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 2.
- b. **Administration-initiated revision.** The department or unit head, dean, vice president, or the Office of the Provost may call for changes to the established 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.
- c. **Faculty-initiated revision.** Any ~~D~~ department or unit faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to an established unit-level policy by notifying the faculty, or department or unit head, of a change to be considered. Calls for revision of a department or unit policy ~~will~~ shall be assigned to a governance committee or considered at a regular faculty meeting within ~~120~~ 60 days of the notification of the proposed change.
- d. **University-Union revisions.** The Office of the Provost will communicate to departments or units any agreements between the University and the Union that modify provisions of an established department or unit policy. Department or unit policy documents will be updated on the Provost’s website within 90 days of the agreement. Policy revisions under this subsection are not subject to the process outlined in Sections 2 and 3.
- e. **Existing departments without unit policies.** Departments and units that have not developed internal governance policies for merit review, professional responsibilities, review and promotion, summer session, and professional development shall develop such policies by Fall of 2025. College-level policies will not constitute unit-level policies for such departments and units.

**Section 2. Development and revision of policies.** All faculty in each department or unit shall have the opportunity to participate in the development and revision of that department or unit’s policies. At the outset of policy formulation or revision, the faculty will first consider any input provided by the appropriate governance committee, department or unit head, dean, vice president, Provost, or designee. If the faculty has amended the policy change suggested by the administrator in Section 1.b., they will submit both their amended policy and the administrator-

1 suggested policy to the dean or vice president. Policies submitted for revision must adhere to  
2 guidelines for document format and version control established by the Office of the Provost  
3 and posted on their website. **Such templates shall only specify the form that such policies shall**  
4 **take and not the content therein.**  
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6 **Section 3. Review, Approval, and Enactment.** After the department or unit process for policy  
7 development is complete, the faculty will submit their recommended policy to the appropriate  
8 dean or vice president's office for review. Within 45 days of submission of the faculty-  
9 approved policy, the dean, vice president, or designee will provide a written notice and  
10 explanation of any non-grammatical alterations they propose to make to the faculty-approved  
11 policy before submission to the Office of the Provost to the department or unit faculty  
12 members and, upon request of faculty, meet with the unit faculty.  
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14 If the dean has amended the faculty-approved policy, they will send both their amended policy  
15 and the faculty-approved policy to the Office of the Provost for review. The Office of the  
16 Provost will have final authority to establish policy for each department or unit. The Office of  
17 the Provost will post the established policy on their website and send it to the dean and the  
18 department or unit head within 60 days of the receipt of the material from the dean. The  
19 department or unit head shall send it to the faculty in the unit within 30 days. The timelines  
20 above also apply to policy review, distribution, and posting where the Office of the Provost has  
21 delegated review and approval to the deans.  
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23 **Section 4. Internal Shared Governance.** Policies for internal governance must include  
24 provisions for appropriate documentation of decisions and for the appropriate and  
25 equitable participation of faculty in the Tenure-Track and Tenured and Career  
26 classifications in governance and the development of departmental or unit policies.  
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- 28 a. The participation must be appropriate. Appropriate participation includes, but is  
29 not limited to, departmental activities such as unit meetings, voting, and committee  
30 membership. There must be documented and legitimate structural, pedagogical, or  
31 programmatic reasons for determining that a class of faculty (TTF or Career), a  
32 particular classification, a particular rank, or a particular FTE level should not  
33 participate in a particular aspect of governance.  
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- 35 b. When participation is appropriate, it must also be equitable. Equitable participation  
36 requires a level of parity that allows TTF and Career faculty in a department or unit to  
37 have a meaningful role in governance. Equitable participation does not mean that  
38 governance roles for every faculty member must be exactly the same or that there must  
39 be absolute proportionality in governance for all faculty classifications and ranks.  
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- 41 c. Career faculty whose teaching is primarily at the undergraduate level (e.g. instructors)  
42 may participate and vote on undergraduate curricular matters. Career faculty whose  
43 teaching is primarily at the graduate level (e.g. lecturers) may participate and vote on  
44 graduate curricular matters. Career faculty whose teaching is routinely at both levels may  
45 participate and vote at both levels.  
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UNITED ACADEMICS PROPOSAL

1 **Section 5. Periodic Review.** All unit policies developed through the internal governance  
2 process, including but not limited to; merit review, professional responsibilities, review and  
3 promotion, summer session, and professional development should be ~~periodically~~ reviewed  
4 ~~upon ratification of a successor agreement~~ to ensure that they comply with and reflect current  
5 CBA language ~~and current university policy~~.

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