**C. University Policy Change**

**1. The Role of Shared Governance in University Policy Change**

Any individual or group of the University (the Originator) may recommend changes to university policy. A written proposal is submitted to the Chair of the Shared Governance Executive Committee (SGEC). The role of Shared Governance is to ensure that UNA jointly involves faculty, staff, students, and administration in the development of university policies. Collaboration with all potential stakeholders is expected at every step in the development of change in university policy. The constituent groups are encouraged to consult one another.

**2. Shared Governance Procedure for Policy Change Recommendations**

The following procedure ensures that all proposals for policy change at UNA jointly involve the faculty, staff, students, and administration in the development of these policies. Because most faculty members are on nine month contracts, the procedures and time lines described in this section apply to the nine month academic calendar. Under normal circumstances, policy issues are not to be considered except during the nine month academic year.Appendix A contains a flow chart briefly outlining this policy change procedure.

1. A written proposal is submitted to the SGEC. Upon receipt of a proposal, the SGEC first determines if the issue is editorial in nature and does not affect current policies. If editorial, the issue is addressed by the SGEC and sent directly to the President for approval. If the issue does affect current polices, the SGEC will determine if it affects only faculty or staff or students. If so, (Case 1) the SGEC sends the proposal to the respective Senate(s) within 15 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, to consider. If the SGEC determines that input from a Shared Governance committee or committees is warranted, the proposal will follow Case 2 (below) with the provision that it will only be sent to the affected constituency’s Senate(s). If the issue affects more than one constituency, (Case 2) the SGEC must determine which Shared Governance committee(s) or Senate(s) the proposal will be sent to and distribute the written proposal to that committee(s) and the appropriate Vice President within 15 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar. If the SGEC does not move on the proposal within the specified time limit, the Originator has the authority to distribute said proposal to the appropriate Shared Governance committee.
2. **CASE 1:** If the SGEC sends the proposal to the Faculty Senate or the Staff Senate or the Student Government Association Senate, that constituent group in consultation with the Council of Academic Deans (in academic matters) and appropriate Vice President(s) considers the proposal and sends resulting recommendation(s) to the SGEC Chair for referral to the Executive Council and/or President. Where necessary, a group considering a proposal may provide the SGEC and the President with an update of or seek input on its work in progress. In the event the appropriate constituent group fails to act within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, the SGEC sends the written proposal within 15 calendar days of the expiration of the review period to the President with its recommendation regarding implementation or returns the proposal to the Originator.
3. **CASE 2:** Upon receipt of a proposal, a given Shared Governance committee must, within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar,
4. accept the proposal as is and send it, with written comments/recommendations, to the SGEC Chair for referral to the Faculty Senate and/or the Staff Senate and/or the Student Government Association Senate (as directed by the SGEC) for action,
5. accept the proposal with amendments. Both the original proposal and the amended version with written comments/recommendations are sent to the SGEC Chair for referral to the Faculty Senate and/or the Staff Senate and/or the Student Government Association Senate (as directed by the SGEC) for action, or
6. reject the proposal and return it to the SGEC Chair for referral to the Originator with written comments/recommendations, or
7. notify the SGEC, via the SGEC Chair, that a study requiring additional time is necessary before a recommendation can be made and indicate a timeframe for completion of the study and recommendation.

In the event the appropriate Shared Governance committee fails to do any of the above within 45 calendar days of receipt of said proposal, not counting university holidays and breaks as published in the university calendar, acquiescence is assumed and the SGEC distributes the written proposal within 15 calendar days of the expiration of the review period, not counting university holidays and breaks as published in the university calendar, to the Faculty Senate and/or the Staff Senate and/or the Student Government Association Senate.

The Faculty Senate, the Staff Senate, and the Student Government Association Senate must provide written comments/recommendations to the SGEC within 45 calendars days of receipt of said proposal. No response constitutes acquiescence to the proposal by the constituent group not responding. The Faculty Senate, the Staff Senate, or the Student Government Association Senate may ask the SGEC for an extension of up to 30 days if significant issues are addressed in the written proposal and additional time is deemed warranted. After the SGEC receives responses through the above processes and reconciles the differences, if there are any, the SGEC submits a report with recommendations to the President. If the differences are irreconcilable, the SGEC will send the recommendations to the original Shared Governance committee to which it was assigned and/or the Originator.

1. Once a proposal has been accepted or accepted with modifications by the President, he/she may implement it as policy. The President, or his/her designee on behalf of the President, shall inform the campus community of the new policy/policy change via email.

**3. The Role of the President in University Policy Change**

The President of the University may seek an expedited review should he/she deem that essential. Under normal circumstances, policy issues are not to be considered except during the nine month academic year. The President may make exceptions and request an expedited review for those times when the health and wellbeing of the University, its faculty, staff, or students would be significantly and negatively impacted by lack of action.





