

C. University Policy Change

1. The Role of Shared Governance in University Policy Change

Any individual or group of the University may recommend changes to University policy. A written proposal is submitted to the Chair of the Shared Governance Executive Committee. 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 Senates 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 faculty 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.

- A. A written proposal is submitted to the Shared Governance Executive Committee. Upon receipt of a proposal, the Shared Governance Executive Committee determines if the issue affects only faculty or staff or students. If so, (Case 1) the Shared Governance Executive Committee sends the proposal to the respective Senate 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 issue affects more than one constituency, (Case 2) the Shared Governance Executive Committee must distribute the written proposal to the appropriate Shared Governance committee within 15 calendar days of receipt of said proposal, not counting University holidays and breaks as published in the University calendar. If the Shared Governance Executive Committee 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.
- B. **CASE 1:** If the Shared Governance Executive Committee sends the proposal to the Faculty Senate or the Staff Senate or the Student Government Association, that body in consultation with the appropriate Vice President(s) considers the proposal and sends resulting recommendation(s) to the President, with a copy to the Shared Governance Executive Committee. In the event the appropriate body 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 Shared Governance Executive Committee 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.
- C. **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,

- 1) accept the proposal as is and send it to the Faculty Senate and the Staff Senate and the Student Government Association for action, or
- 2) accept the proposal with amendments. Both the original proposal and the amended version with written comments/recommendations are sent to the Faculty Senate and the Staff Senate and the Student Government Association for action, or
- 3) reject the proposal and return it to the originator with written comments/recommendations and send a copy to the Shared Governance Executive Committee, or
- 4) notify the Shared Governance Executive Committee 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 Shared Governance Executive Committee 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, the Staff Senate, and the Student Government Association.

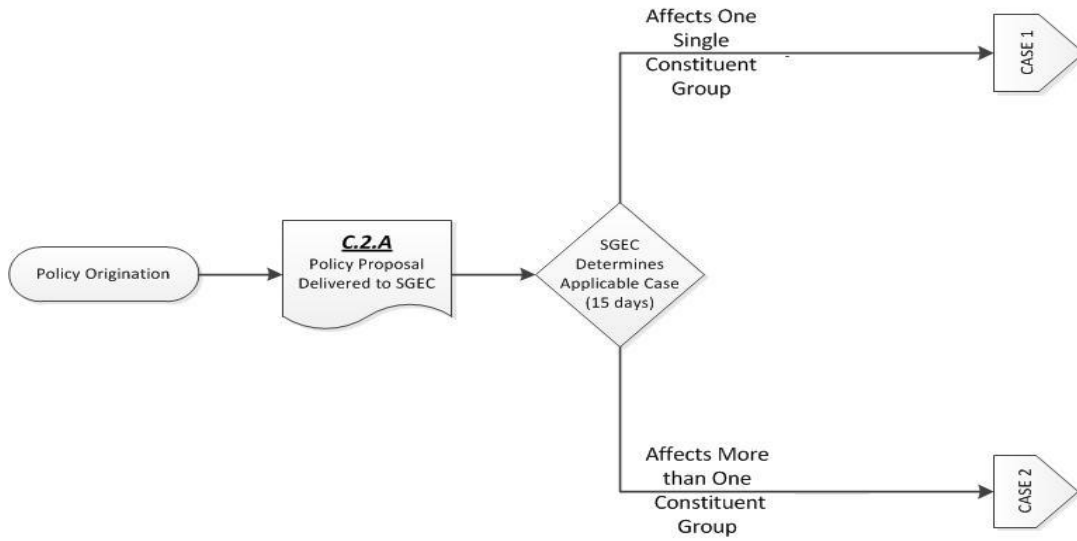
The Faculty Senate, the Staff Senate, and the Student Government Association must provide written comments/recommendations within 45 calendar days of receipt of said proposal. No response constitutes acquiescence to the proposal by the body not responding. The Faculty Senate, the Staff Senate, or the Student Government Association may ask the Shared Governance Executive Committee 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 Shared Governance Executive Committee receives responses through the above processes and reconciles the differences, if there are any, the Shared Governance Executive Committee submits a report with recommendations to the President. If the differences are irreconcilable, the Shared Governance Executive Committee will send the recommendations to the appropriate Shared Governance committee or the originator.

- D. Once a proposal has been accepted by the President, he/she may implement it as an interim policy. A new policy/policy change requires the approval of the Board of Trustees prior to becoming an operational 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

Nothing in this section shall preclude the President of the University from seeking 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.

Appendix A
Shared Governance Procedure for Policy Change Recommendations
Changes proposed by Faculty Senate Ad hoc Committee, 2/15/2011



Case 1 and Case 2 on next 2 pages

