Governance Document Checklist (draft 12.8.08)

According to its charge, the <u>College and Departmental Document Review Committee</u> (CDDR):

"Conducts ongoing reviews of college and department governance documents for consistency with the Faculty Handbook, assists the Provost Office in informing the departments and colleges of new legislation to be included in governance documents, and provides assistance to units on questions regarding governance policy issues."

Committee Procedures:

The CDDR committee will review college and departmental governance document(s) on a four-year cycle. To facilitate this process, a <u>timetable</u> has been established and this checklist constructed to assist departments and colleges in determining what items should be contained in their governance document(s). Some of these items are mandated by the *Faculty Handbook* and other items are implied and identified below as best practices. Should conflicts exist among department, college, or university (*Faculty Handbook*) documents, the higher administrative level document shall always prevail. The lower level administrative document, however, can be more restrictive as long as that document does not negate the requirements of the higher document.

The CDDR committee will notify units of the upcoming review and ask for an electronic link to the most current documents. Once a review is completed by the committee, a report will be prepared itemizing those items found not to be in compliance with the *Faculty Handbook*. This report will be forwarded to the department chair (or dean in the case of college documents) along with the name of a CDDR committee member who will serve as liaison between CDDR and the person(s) designated within the unit to improve the documents. The final results of the review will be forwarded to the Provost and unit within a time frame not to exceed one year from date of the committee report.

The CDDR reviews provide an assessment of document consistency and do not constitute a blanket endorsement or administrative approval of all contents and procedures.

Required Elements:

Links provided below for each bullet connect to the relevant sections of the *Faculty Handbook*:

Governance Documents and University Relationships

1. College governance document describes its mission, governance domains, governance structure, and other policies and procedures (<u>§2.6.2</u>)
2. Departmental governance document parallels the type of information in the college document and includes procedures for disclosure of the departmental budget (<u>§2.6.3</u>)

Appointment Policies and Procedures

1. Non-tenure-eligible teaching appointments if extant within the college/department (<u>§3.1</u>)Faculty appointment policies and procedures (<u>§3.1</u>, <u>§3.2</u>)
2. Types of appointments and procedures of employment (<u>§3.3</u>) (if extant within the college/department): lecturer, senior lecturer, clinician, senior clinician, adjunct, professional and scientific (P&S), non-tenure eligible appointments (including continuous adjunct, visiting, collaborators, affiliates, and joint appointments)
3. Non-tenure-eligible research (NTER) appointments if extant within the college/department (<u>§3.3.3</u>)

Evaluation and Review
1. Annual faculty reviews ([§5.1.1.2](§5.1.1.2))
2. Preliminary review of probationary faculty ([§5.1.1.3](§5.1.1.3))
3. Position responsibility statement ([§5.1.1.5](§5.1.1.5)) and mediation ([§5.1.1.5.1](§5.1.1.5.1))
4. Promotion and/or tenure review ([§5.1.1.4](§5.1.1.4))
5. Evaluation of administrators: department ([§5.1.2](§5.1.2)), college ([§5.1.3](§5.1.3); [§5.5](§5.5))
6. Procedures of tenure decisions for faculty members in administrative positions ([§5.2.1.2](§5.2.1.2))
7. Criteria for awarding tenure ([§5.2.1.6](§5.2.1.6))
8. Voting procedures and no double voting ([§5.2.4.1](§5.2.4.1))
9. Promotion and tenure document: department ([§5.2.4.2.1](§5.2.4.2.1)), college ([§5.2.4.3.1](§5.2.4.3.1))
10. Promotion and tenure committee: department ([§5.2.4.2.3](§5.2.4.2.3)), college ([§5.2.4.3.2](§5.2.4.3.2))
11. Post tenure review policy ([§5.3.5](§5.3.5))
12. Procedures for review/renewal/advancement of lecturer, senior lecturer, clinician, senior clinician, adjunct appointments, and others ([§5.4](§5.4))
13. Teaching assistant review ([§5.6](§5.6))

Best Practices (not required but suggested) for department and college governance documents

Governance document(s) shall be publically available through a URL link provided to the Office of the Provost and the Faculty Senate. If a unit has multiple documents, all components shall be linked through the one URL location. (Note: this is currently an action item for Faculty Senate and if approved will move to required items above.)

The *Faculty Handbook* states that college and departmental documents shall "describe its mission, governance domains, governance structure, and other policies and procedures." Best practices indicate that information pertinent to the following matters should be included in unit documents:
1. Administration and administrative committees (with organizational chart if appropriate);
2. Appeal and grievance procedures;
3. Committee appointment mechanisms;
4. Faculty involvement in new faculty hires, spousal accommodations (for host departments), and appointment decisions for all faculty categories (tenure-track, tenured, non-tenure eligible, adjunct, and collaborator faculty);
5. Faculty meetings: meetings called by whom, minimum number of meetings per year/semester, quorum requirements, use of parliamentary rules, etc.;
6. Governance documents and amendments (procedures to modify, dates of approval);
7. Language specifying that should conflicts exist among department, college, and university documents, the higher-level governance document shall prevail. The college document must comply with the university document (i.e., *Faculty Handbook*), and the departmental document must comply with the college document. The rules and regulations of higher-level documents are still in effect even if absent from the lower-level document;
8. Language specifying that the unit is not responsible for the contents or policies contained in linked websites, if extant, not controlled by the unit;
9. Professional development (procedures, appraisal, etc.);
10. Standing committee listings and duties (e.g., awards, curriculum, etc.); and
11. Voting eligibility and procedures.