

Change in Best Practices in
<http://www.facsen.iastate.edu/GovernanceCouncil/GOvDocChecklist.htm>

10/12/09

Modified and approved by the Governance Council 10/15/09

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

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.
12. College governance documents should include these items required by the Resource Management Model:
 - a) Each dean shall have a budget advisory council/committee with significant faculty membership, including at least one faculty senator. The governance document should describe the membership of the college’s budget advisory committee.
 - b) The dean will communicate to members of the college annually on college goals, priorities, planning, and budget.

Editing Procedures for this Checklist

To facilitate the implementation of future Faculty Senate policies and correct items discovered during the governance document review process, the CDDR Committee will make non-substantive changes to this Checklist without sending this revised document through the

Senate channels. However, all changes (except changes noted below) must be approved by the Faculty Senate Governance Council. A non-substantive change may be defined as a change that:

1. Corrects inaccuracies in the statements, or section numbers;
2. Corrects mechanical or editorial problems such as punctuation, verb tense, section numbering, etc.;
3. Editorial changes format or text to conform to Faculty Handbook style;
4. Corrects a linkage problem between or among sections;
5. Incorporates a new section of the Faculty Handbook, as mandated by the Faculty Senate;
6. Incorporates new or revised best practices for governance documents.

Non-substantive changes will be recorded and reported to the Faculty Senate Governance Council. If questions or problematic feedback is received from the Faculty Senate Governance Council, the issues will be resolved between the CDDR Committee and the Faculty Senate Governance Council. If substantive issues cannot be resolved between the CDDR Committee and the Faculty Senate Governance Council, they will be forwarded to the Executive Board for consideration and action.

In order for a revision to a governance document to be deemed “non-substantive,” the CDDR Committee must unanimously define the revision as “non-substantive.” When unanimity among the CDDR Committee members is absent, the change will be declared a “substantive” change and will be forwarded to the Faculty Senate Governance Council.

Last modified 9/22/2009