

RULES CONTENT TEMPLATE

College of

ADMINISTRATION

- Define roles (as applicable to your unit): Deans, Chairs, Directors
- Define roles of other administrative positions (e.g., Associate Deans, Associate Chair, DGS, etc.) (Optional)

FACULTY

Define (in relation to Governing Rules (GR) VII.A.4 for College; GR VII.A.5 for School; GR VII.A.6 for Department faculties):

- Membership of the faculty (note: tenured/tenure-eligible at/above rank of assistant professor are automatic members)
- Any faculty officers (e.g., Faculty Secretary; Presiding Officer, etc.)
- Meetings of faculty (quorum; regular/special meetings; minutes, agendas, etc.)
- Voting privileges by faculty category (e.g., by title series or rank; specify areas in which voting privileges have been extended or withdrawn, e.g., in which elections, on which areas of educational policy-making, or in which faculty personnel actions, etc. Note: voting privileges are extended/withdrawn only by the vote of the automatic members of the faculty - see above)
- Identify the College Faculty Council or other similar body elected by the college faculty that represents the college faculty in specific matters: (e.g., GR VIII.A.3 search committees for chair; -AR1.4 Part IIF program review ; Senate Rules (SR) 1.3.1.1.K; SR 1.3.1.3.A.12)
- Identify other standing committees or councils (purpose, procedures and function; minutes)
- College procedures on election to University Senate (SR 1.2.2.1.B)

FUNCTIONS AND POLICY-MAKING

- ALL UNITS: Rules for procedures and policy making for the following areas (or indicate this is delegated authority)
 - o Educational policies to serve curriculum and professional program (GR VII.A.4)
 - o Educational policies to serve graduate and research programs (GR VII.A.4)
 - o Educational policies to serve their public service functions (e.g. agricultural extension or civic services; AR 3.8.B3)
 - o Educational policies concerning teaching and research assistants (AR II-1.0-7)
- COLLEGE SPECIFIC: Polic(ies) on (AR 2:1-1 Section VII B1; GR VII. A.4 c, 6c, GR IX.3)
 - o College Advisory Committee to the dean (either elected or appointed by the dean after consultation with the appropriate faculty body) concerning faculty appointments, promotions, reappointments, terminal appointments, post-retirement appointments, granting tenure, decisions not to reappoint
 - o Advice to the dean concerning faculty performance evaluations
 - o Advice to the dean on evaluation of department chair(s)/director(s) during the interval between periodic reviews

DEPARTMENT SPECIFIC: jointly established between faculty and department chair/director; if applicable includes with consultation with directors: GR VII.A.6.c

- o Procedures for faculty appointments, promotions, reappointments, terminal appointments, post-retirement appointments, granting tenure, decisions not to reappoint
- o Faculty performance evaluation
- o Preparation of budget requests

DEPARTMENT SPECIFIC: established by faculty under the leadership of the chair and approval by the dean

- o Statements regarding evidences of excellence in areas of faculty activity for promotion and tenure

OTHER

- COLLEGE SPECIFIC:
 - Policy and procedure for periodic review of department chairs/directors (GR IX.3,)
 - Policy on whether the faculty Standard Personnel File is kept in the office of the Dean or Department chair/director (AR 2-1-1.VI.F1)
- Procedures for modifying college/department rules
- Staff** (Optional) as appropriate: roles/participation in the department, college, school
- Students** (Optional) as appropriate: roles/participation in the department, college, school

APPROVALS AND TIME-LINE (GR VII.A.4)

- Faculty approval date indicated on document
- Dean approval date indicated on document.
- Rules transmitted to the Provost by the Dean must include the Dean's affirmative statement of approval
- Rules have been conditionally approved for consistency with ARs/GRs/SRs and forwarded to the Senate Council Office for posting. Please revise and resubmit your rules document. Then the final version of the rules will be forwarded for posting and you will be notified.
- Rules document will require a major reworking before it is approved and submitted to the Senate Council Office for posting. Please complete the revisions and resubmit the document to the Office of the Associate Provost for Faculty Affairs.
- Final rules approved by Provost for consistency with ARs/GRs/SRs and forwarded to the Senate Council Office for posting.