Faculty Affairs Policy Infrastructure Guidelines
Operational Procedures: Development to Enactment

I.   **Background:**

These guidelines were created to outline current practices involving policy development, approval, and enactment within the Office of the Vice Provost for Faculty Affairs. They were developed with an emphasis on faculty governance. It is within the authority of the Provost (and/or Chancellor, where applicable) to determine the ending point of the processes of review and revision described herein.

II.   **Policy Development:**

A. Policy-Proposing Entity:
   1. Chancellor or Provost
   2. RAMP (or other high-level) Campus Administrator(s)
   3. Faculty Senate

B. Drafting of Policy:
   1. Chancellor or Provost proposed:
      a. VPFA, in collaboration with Associate VPFA, drafts the policy for review and proposes policy effective date.

   -OR-

   2. Other Entities (b-d) proposed:
      a. Entity develops a summary or bullet points of the policy proposal.
      b. Submit/present summary/bullets of the policy proposal to VPFA.
      c. VPFA, in collaboration with Associate VPFA, drafts the policy for review and proposes policy effective date.

III.   **Review and Approval Process:**

A. Review and Approval of Draft Policy:
   1. VPFA seeks review and recommendations of the draft policy by:
      a. Provost[1] (approval required when proposed by another entity)
      b. Vice Chancellor for Health Affairs (VCHA) (approval required if the policy uniquely affects the Health Sciences Colleges)
      c. Office for Access and Equity (approval required, if applicable[2])
      d. Deans' Council (for endorsement)
      e. Relevant Faculty Senate Subcommittee (for endorsement, if applicable[3])
      f. Senate Executive Committee (for endorsement, if applicable[3])
      g. Full Faculty Senate (for endorsement, if applicable[3], and when recommended by the Senate Executive Committee)

   2. VPFA presents any revisions to the original draft policy to the Provost and VCHA, for review.
   3. VPFA amends (if recommended) the draft policy.

4. VPFA conveys the revisions back to the relevant review and recommendation entities (refer to III.A.1, a – g). This may or may not involve a process of further exchange, collaboration, and revision.
5. VPFA requests final review of the final draft policy from Campus Legal Counsel.
6. VPFA consults with Provost on final draft of the policy.
7. VPFA notifies Chancellor/Provost and other proposing entity (if applicable) of the completion of review and determines timeline of enactment.

[1]It is expected that the Provost and VCHA (where applicable) would consult with the Chancellor and obtain appropriate approvals within the scope of their normal practice.
[2] Policy proposals involving faculty access to employment, programs, and services, as well as, prevention of unlawful discrimination and harassment.
[3] Policy proposals derived from the University Statutes and/or related to faculty governance.

IV. Enactment:

A. Policy Briefing:
1. VPFA briefs the Deans' Council on the policy and effective date.
2. VPFA briefs the Faculty Senate on the policy and effective date.

B. Policy Posting (completed/supervised by Assistant VPFA):
1. Format policy text into the standard Faculty Affairs Policy template and save document with the proper naming convention for policy documents.
2. Place policy document into the existing locally organized folder for Faculty Affairs Policy documents.
3. Develop policy associated flow chart for procedures, save with proper naming convention, and place flow chart into the existing locally organized folder for Policy Flow Chart documents.
4. Develop any needed forms and/or template letters for the policy, save with proper naming convention, and place forms and/or temple letters in the existing locally organize folder for Forms and Templates.
5. Send policy document to Debra Hale (Academic Affairs Webmaster) to post on the Provost's Faculty Policies page and for development of URL.
6. Link policy URL to appropriate locations (e.g. Faculty Affairs WebGuide)
7. Link and insert related flow chart (as pdf), forms, and/or template letters into the Faculty Affairs WebGuide.
8. Post any policy related deadlines in the Faculty Affairs WebGuide.

C. Policy Launch/Implementation Announcement:
1. Campus announces to relevant listservs and through other avenues the posting of the policy and relevant materials and start of implementation.
2. Campus reminds college deans to also communicate the new policy launch/implementation to their faculty members (if needed).