

#### **ARTICLE 4. INTERNAL GOVERNANCE POLICIES**

Each department and unit will develop a written policy delineating its procedures for the internal governance of the department or unit. All faculty in each department or unit shall have the opportunity to participate in the development of that department or unit's internal governance policy. At the outset of its formulation of such policy, the faculty will first consider any input provided by the appropriate department or unit head, dean, vice president, Provost, or designee. The faculty will submit their recommended policy to the appropriate dean, vice president, or designee for review. The dean, vice president, or designee will provide a written explanation to the faculty and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Provost or designee will have final authority to establish policy for each department or unit. The department or unit head, dean, vice president, Provost or designee may initiate changes to established policy regarding internal governance of a department or unit by informing the appropriate faculty of the change being considered, thereby initiating this process for policy development.

Policies for internal governance must include provisions for appropriate documentation of decisions and for the appropriate and equitable participation of both faculty in the Tenure Track and Tenured Professor classification and Career NTTF in the development of departmental or unit policies.