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#### ARTICLE 4. INTERNAL GOVERNANCE POLICIES

**Section 1.** 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 all faculty members and, upon request of the faculty, meet with the unit faculty 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.

**Section 2.** The department or unit head, dean, vice president, Provost or designee may call for changes to the established governance policy of a department or unit by informing the unit faculty of the change being considered, thereby initiating the unit's process for policy revision. Unit faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to established internal governance policy by notifying the faculty, or department or unit head, of a change to be considered, thereby initiating the process for policy review and possible revision.

**Section 3.** 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 governance and the development of departmental or unit policies.

- a. The participation must be appropriate. Appropriate participation includes, but is not limited to, departmental activities such as **unit meetings**, voting, and committee membership. There ~~should~~ **must** be documented and legitimate structural, pedagogical, or programmatic reasons for determining that a class of faculty (TTF or Career NTTF), a particular classification, a particular rank, or a particular FTE level should not participate in a particular aspect of governance.
  
- b. ~~If the~~ **When** participation is appropriate, it must also be equitable. Equitable participation requires a level of parity that allows TTF and Career NTTF in a department or unit to have a meaningful role in governance. Equitable participation does not mean that governance roles for every faculty member must be exactly the same or that there must be absolute proportionality in governance for all faculty classifications and ranks.

**Section 4.** All unit policies developed through the internal governance process, including but not limited to merit review, professional responsibilities, and review and promotion, should be periodically reviewed to ensure that they comply with and reflect current CBA

- 1 language and current university policy. Unit faculty members, either through a
- 2 governance committee or at a regular faculty meeting, may call for changes to established
- 3 internal ~~governance policy~~ policies by notifying the faculty, or department or unit head,
- 4 of a change to be considered, thereby initiating the process for policy review and possible
- 5 revision.