Document Key

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ARTICLE 4. UNIT-LEVEL POLICIES

~~Preamble~~

~~As a principle of equity and shared governance, unit-level policies for review, promotion and merit shall reflect the diverse nature of the work performed by bargaining unit faculty members within each unit and academic discipline. As a principle of equity and shared governance and acknowledging the diverse nature of the work performed by bargaining unit faculty members, each department's or unit's policy must articulate criteria within their policies that clarify the expectations for faculty activity in teaching, research, and scholarship.~~

Section 1. Initiation.

a. **New departments or units.** Each new department or unit ~~will~~ shall develop a written policy delineating its procedures for the internal governance of the department or unit, merit review, professional responsibilities, review and promotion, summer session, and professional development. College-level policies will not constitute unit-level policies. Guidelines for these policies are described in Appendix 2.

b. **Administration-initiated revision.** The department or unit head, dean, vice president, or the Office of the Provost may call for changes to the established 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.

c. **Faculty-initiated revision.** ~~Any d~~ Department or unit faculty member~~s~~, either through a governance committee or at a regular faculty meeting, may call for changes to an established unit-level policy by notifying the faculty~~,~~ or department or unit head~~,~~ of a change to be considered. Calls for revision of a department or unit policy ~~will~~ shall be assigned to a governance committee or considered at a regular faculty meeting within ~~90~~ ~~120~~ 60 days of the notification of the proposed change. Any proposed policy revisions that the faculty have voted against will not be brought back before the next academic year.

d. **University-Union revisions.** The Office of the Provost will communicate to departments or units any agreements between the University and the Union that modify provisions of an established department or unit policy. Department or unit policy documents will be updated on the Provost's website within 90 days of the agreement.

47   Policy revisions under this subsection are not subject to the process outlined in
48   Sections 2 and 3.
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50   **e. Existing departments without unit policies.** ~~Departments and units that have not~~
51   ~~developed internal governance policies for merit review, professional responsibilities,~~
52   ~~review and promotion, summer session, and professional development shall develop~~
53   ~~such policies by June 15, 2025. College-level policies will not constitute unit-level~~
54   ~~policies for such departments and units.~~
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56   **Section 2. Development and revision of policies.** All faculty in each department or unit shall
57   have the opportunity to participate in the development and revision of that department's or
58   unit's policies. At the outset of policy formulation or revision, the faculty will first consider
59   any input provided by the appropriate governance committee, department or unit head, dean,
60   vice president, Provost, or designee. If the faculty has amended the policy change suggested by
61   the administrator in Section 1.b., they will submit both their amended policy and the
62   administrator-suggested policy to the dean or vice president. Policies submitted for revision
63   must adhere to guidelines for document format and version control established by the Office of
64   the Provost and posted on their website. Templates provided by the Office of the Provost shall
65   not dictate policies or criteria that are not already defined in the CBA or in university policy.
66   ~~Such templates shall only specify the form that such policies shall take and not the content~~
67   ~~therein.~~ dictate the policies and criteria therein. Any new templates shall be shared with unit
68   faculty.
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70   **Section 3. Review, Approval, and Enactment.** After the department or unit process for policy
71   development is complete, within 30 days ~~the faculty will submit their~~ the unit head shall
72   submit the faculty's recommended policy to the appropriate dean's or vice president's office
73   for review. Within 45 days of submission of the faculty-approved policy, the dean, vice
74   president, or designee will either submit the approved policy to the Office of the Provost if
75   there are no changes or provide a written notice and explanation of any non-grammatical
76   alterations they propose to make to the faculty-approved policy before submission to the Office
77   of the Provost to the department or unit faculty members and, upon request of faculty, meet
78   with the unit faculty.
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80   If the dean has amended the faculty-approved policy, they will send both their amended policy
81   and the faculty-approved policy to the Office of the Provost for review. The Office of the
82   Provost will have final authority to establish policy for each department or unit. The Office of
83   the Provost will post the established policy on their website and send it to the dean and the
84   department or unit head within 60 days of the receipt of the material from the dean. The
85   department or unit head shall send it to the faculty in the unit within 30 days. The timelines
86   above also apply to policy review, distribution, and posting where the Office of the Provost has
87   delegated review and approval to the deans.
88
89   **Section 4. Internal Shared Governance.** Policies for internal governance must include
90   provisions for appropriate documentation of decisions and for the appropriate and
91   equitable participation of faculty in the Tenure-Track and Tenured and Career
92   classifications in governance and the development of departmental or unit policies.

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94   a. The participation must be appropriate. Appropriate participation includes, but is
95   not limited to, departmental activities such as unit meetings, voting, and committee
96   membership. There must be documented and legitimate structural, pedagogical, or
97   programmatic reasons for determining that a class of faculty (TTF or Career), a
98   particular classification, a particular rank, or a particular FTE level should not
99   participate in a particular aspect of governance.

100
101   b. When participation is appropriate, it must also be equitable. Equitable participation
102   requires a level of parity that allows TTF and Career faculty in a department or unit to
103   have a meaningful role in governance. Equitable participation does not mean that
104   governance roles for every faculty member must be exactly the same or that there must
105   be absolute proportionality in governance for all faculty classifications and ranks.

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107   c. Career faculty whose teaching is primarily at the undergraduate level (e.g. instructors)
108   may participate and vote on undergraduate curricular matters. Career faculty whose
109   teaching is primarily at the graduate level (e.g. lecturers) may participate and vote on
110   graduate curricular matters. Career faculty whose teaching is routinely at both levels may
111   participate and vote at both levels.

112
113 **Section 5. Periodic Review.** All unit policies developed through the internal governance
114 process, including but not limited to~~,~~ merit review, professional responsibilities, review and
115 promotion, summer session, and professional development should be ~~periodically~~ reviewed ~~if~~
116 ~~more than five years old following and~~ upon ratification of a successor agreement to ensure
117 that they align ~~comply~~ with and reflect current CBA language and current university policy.
118 If a unit level policy is changed as the result of an agreement between the parties, the
119 University will clearly communicate the changes to each unit.

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121 **Section 6.** Timelines in this Article are paused for the duration of academic breaks and between
122 academic years.