

AAA INTERNAL GOVERNANCE POLICY: AAA ACADEMIC AFFAIRS, Including PODS  
(applies to all faculty not otherwise covered by a department or program)

As amended and approved by AAA Dean: June 2017

Approved by the Office of the Provost and Academic Affairs: June 14, 2017

## PURPOSE

This DEPARTMENTAL INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of internal governance policies for AAA ACADEMIC AFFAIRS, consistent with CBA Article 4 and includes provisions to ensure appropriate and equitable representation of faculty members.

### 1. Faculty Governance Roles

The following areas constitute major areas of governance within the department. Appropriate and Equitable Faculty Governance Participation is provided for in each area as follows.

- 1.1. Participation – Policies will be discussed at meetings set per Section 2, Meeting Protocol, where All Faculty – defined as all TTF, Career NTTF, and tenure-reduced faculty will have opportunity to vote on governance policy. AAA Academic Affairs will also strive to encourage widespread participation through email and meetings to ensure all perspectives are heard.
- 1.2. Eligible Voting Faculty – Unless specified otherwise in this policy, faculty eligible to vote include the Committee of the Whole (defined below, Section 4). Other faculty will also be invited to participate in discussions and advisory votes.

Per the guidance of the University Provost and congruent with the aims of the faculty collective bargaining agreement, some areas of academic governance are the ultimate responsibility of the tenure-track faculty. Thus in these areas, all tenure-track faculty will have full voting rights and the responsibility to develop and propose policy, though this will not preclude input from and consultation with All Faculty. These areas are:

- Developing policy for TTF tenure and promotion
- Developing workload for TTF
- Developing policy for merit salary increase for TTF
- Participating in review of TTF for promotion and/or tenure
- Establishing, reviewing and revising departmental curricula
- Establishing requirements for earning degrees and certificates
- In addition, Career Non-Tenure Tack faculty also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools and of the university, if this is part of their professional responsibilities. Curricular matters are considered a part of the professional responsibilities of career NTTF with instructional responsibilities, who may vote in an advisory capacity on curricular matters.

In all other matters of governance, participation will be based on the processes articulated in this policy.

- 1.3. Time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

## **2. Meeting Protocol**

The Associate Dean of Academic Affairs or designee will provide three days' notice regarding any meeting where Governance topics are addressed as significant items on the meeting agenda. These meetings provide a forum where individual viewpoints can be forwarded for consideration. The Associate Dean of Academic Affairs may choose to call for formal votes during these meetings as a way either to determine policy, or determine faculty preference on policy.

It is understood that emergencies may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Associate Dean of Academic Affairs or designee will make all reasonable accommodations to ensure that all faculty are adequately represented in the meeting. It is further understood that such emergencies are intended to address short-term accommodations, and that these meetings will not be used to discuss or decide upon long-term policy.

A quorum of at least 50% of eligible voting faculty (not including advisory votes) is required to pass a policy vote. Votes may not be cast by proxy. Unless specifically stated otherwise, 51% of eligible voting faculty in attendance in a meeting (not including advisory votes) is required to pass policy. Faculty members on sabbatical, research leave, or other approved leaves are eligible to participate in governance and vote on policy when in attendance of relevant faculty meetings, or consistent with other arrangements made as a reasonable accommodation. In addition, other methods of voting, where employed, will include reasonable access for all eligible voting faculty to participate in the vote.

## **3. Appropriate Documentation of Decisions**

Formal Meeting Minutes will be kept for each department meeting that discusses or decides upon an area of participatory governance. Meeting Minutes will be distributed to all active faculty members via email, and will be available in printed form in the department office.

## **4. Standing Committees**

### **4.1. Committee of the Whole**

- 4.1.1. The Committee of the Whole has authority to work with the Associate Dean on behalf of all TTF in matters of Academic Policy as defined in Section 1.
- 4.1.2. The Committee of the Whole includes all school faculty employed directly by the school, rather than through a department or program, and includes currently appointed tenure-track faculty, and Career NTTF with contracts in the school for

FTE>0.39 (averaged across the academic year), other NTTF or post-docs or research associates with contracts in the school for FTE<0.40 that do include substantial administrative service, and tenure-reduced faculty. Pro-tem faculty may cast votes in an advisory capacity to the Committee of the Whole to establish viewpoints and preferences. However, all faculty, including pro-tem faculty, have the right to participate in the development of the AAA Academic Affairs internal governance policy.

Other Standing Committee(s) – Unique needs may necessitate the creation of additional standing committees. Committees will be developed as needed.

#### **5. Ad Hoc Committees**

The Associate Dean of Academic Affairs or designee may form Ad Hoc Committees for dealing with situations or requests where Standing Committees are not appropriately positioned to equitably address those situations. In such situations, the formation of such committee will be discussed in the earliest available faculty meeting, where All Faculty can provide feedback regarding the committee and Formal Meeting Minutes will document the scope and authority of the committee.

#### **6. Search Committees**

The Associate Dean of Academic Affairs or designee will work in concert with the Committee of the Whole to determine the appropriate composition and appointment of any departmental search committees. Decisions regarding the composition and appointment of Search Committees will be discussed and entered as Formal Meeting Minutes at the next available faculty meeting.

#### **7. Associate Dean of Academic Affairs Nomination Participation**

The Associate Dean of Academic Affairs serves at the pleasure of the Dean of AAA. The term of that appointment is typically three years. Dean will solicit feedback from AAA Department and Program Heads and Faculty Members regarding potential candidates for the position.

#### **8. Faculty Administrative Roles**

Director of Office of Professional Outreach and Development (PODS) – oversees academic programming for professional development, and serves as primary administrator for the program.

#### **9. Future Policy Development**

In order to ensure that subsequent implementations can occur in a timely and orderly fashion, the following methods will be set forth for implementation of the respective policies:

- 9.1 Any policy development processes undertaken as a result of faculty Collective Bargaining Agreement requirements will follow the relevant policy development process outlined in the CBA.

9.2 Other policy development will follow the provisions of this policy.

9.3 Committee members and All Faculty acknowledge the urgency of policy development, and accept responsibility for meeting implementation and deliverable deadlines. In the event that a committee misses an implementation or deliverable deadline, the Associate Dean of Academic Affairs maintains the ability to make unilateral decisions on affected subject matters until such time that the committee completes assigned tasks and affected deliverables are approved by the Provost. Administration will provide guidance on implementation of subsequent Key Collective Bargaining Agreement Provisions as Provost Guidelines and timelines become available.

9.4 Faculty may call for changes to established internal governance policies through a governance committee or at a regular faculty meeting consistent with CBA Article 4, Sec. 4 and will strive to inform the dean of any desired changes once per academic year.