



Office of the Provost and Senior Vice President for Academic Affairs

Phone: (906) 487-2440 Fax: (906) 487-2935

TO: Richard Koubek, President

FROM: Jacqueline E. Huntoon, Provost & Senior Vice President for Academic Affairs

*Jacqueline E. Huntoon*

DATE: March 19, 2019

SUBJECT: Senate Proposal 2-19

Attached is Senate proposal 2-19, "Revision to Policy 104.1 Developing Academic Policy at MTU," and a memo stating the Senate passed this proposal at their January 23, 2019 meeting. I have reviewed this memo and recommend approving the clean copy of the proposal. Please note, due to discrepancies between the track-changes and clean copy of the proposal, only the clean copy is being approved.

Note for Senate:

When posting the approved proposal to the Senate's web site (<https://www.mtu.edu/senate/policies-procedures/list-policies/>) please be sure to post applicable sections of the proposal to the appropriate column. This would include:

- The column titled "Senate Policy" should only include the policy section of the proposal (beginning with 104.1 – Policies and Procedures Requiring Senate Involvement).
- The column titled "Senate Procedure" should link to the flow chart
- The column titled "Policy Proposal" could include the full proposal and this memo.

I X concur \_\_\_\_\_ do not concur

*[Handwritten signature]*

Richard Koubek, President

4/1/19

Date



**Michigan Tech**

*University Senate*

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**DATE:** January 24, 2019  
**TO:** Richard Koubek, President  
**FROM:** Michael Mullins  
University Senate President  
**SUBJECT:** Proposal 2-19  
**COPIES:** Jacqueline E. Huntoon, Provost & Senior VP for Academic Affairs

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At its meeting on January 23, 2019, the University Senate approved an editorially changed version of Proposal 2-19, "Revision to Policy 104.1 Developing Academic Policy at MTU". The Senate looks forward to approval of this proposal by the administration. Please keep me informed about the decision of the administration on this proposal and feel free to contact me if you have any questions.

# University Senate of Michigan Technological University

Proposal 02-19 (Voting Units: All)

## "Revision to **Policy 104.1** Developing Academic Policy at MTU"

### Background/Rationale

Per Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a, the Senate has the responsibility and authority (granted by the Board of Trustees through its approval of the Senate's Constitution) to review and establish policy and procedures in the areas listed in the above sections **subject to Presidential review and Board of Trustees approval under section II E 5. of the Senate Constitution.** The Board of Trustees formally grants such responsibility and authority to the Senate as described in Board of Trustees Policy **Chapter 6, Section 3, Policy Functions of the Faculty.** **While under Article III, Section C of that Constitution not relinquishing any of the Board's Constitutional or Statutory authority by such approval.**

This proposed revision provides an updated policy and procedures to support Senate policy and procedure development and approval.

**Submitted by:** Senate Executive Committee

### Proposal

To reflect current university practice, and to ensure procedures are in place ~~to provide an updated framework to develop, revise, and communicate policy and procedures originating from Senate proposals, including policies and procedures approved by the Senate and University administration and/or Board of Trustees,~~ that effectively and efficiently communicate and publish approved policy and procedure on appropriate websites, including policies and procedures approved by the Senate and University administration or Board of Trustees as applicable it is proposed that the following revisions to Senate Policy 104.1 be approved:

## 104.1 POLICIES AND PROCEDURES REQUIRING SENATE INVOLVEMENT

(Proposal 2-19)

(Proposal 4-93)

All policies in the areas listed in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a that originate in the Senate must be approved by the Senate before being forwarded to the University President or Board of Trustees.

The Michigan Technological University Board of Trustees (“the Board”) Policy, Chapter 6, Section 3, Policy Functions of the Faculty states that the Board “extends a cordial invitation to the faculty to express its opinions and recommendations on matters of academic policy, through the regularly established channels as provided by the Constitution of the Senate.” The Senate’s Constitution, which is approved by the Board of Trustees, grants “the authority and responsibility to the University Senate to review and establish policy and procedure” in the areas listed in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a (colloquially referred to as “A List” items) subject to Administration and/or Board of Trustees approval or rejection.

The flowcharts detailed in Procedure 104.1.1 Senate Proposal Approval Process describe the procedures under which items in the areas identified in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a (“A-list Items”) at Michigan Technological University are developed and approved.

For items listed in Senate Constitution Article III, Sections F.1.b, F.2.b, F.3.a. and F.4.b (colloquially referred to as “B-list Items”), the Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures. In cases where a “B-list” proposal originates from the Senate, Procedure 104.1.1 should also be followed.

### Types of Policy Proposals

Generally, there are three types of policy proposals that the Senate votes on:

**1) Recommendations to Modify Board of Trustees Policy in the “A-list” areas**—These are submitted to the University President after being approved by the Senate and, if approved by the President are then routed to the Board of Trustees ~~(e.g., recommending revisions or additions to Board of Trustees Policies Manual)~~. ~~If rejected by the President the Senate is provided appeal procedures directly to the Board of Trustees.~~ (e.g., recommending revisions or additions to Board of Trustees Policies Manual).

**2) Academic, Research, and Other Senate Policy and Procedure Recommendations**—

The Senate also has the responsibility and authority to review and establish University (not Board of Trustees) policy and procedures in the areas referred to as the “A-List items,” which are listed in Article III, Section F.1.a, F.2.a, and F.4.a of the Senate Constitution subject only to approval by the President or their Designee.

**3) B-list Items**—The Senate has the responsibility (but not authority) to review, make recommendations, initiate, and participate in the formulation of policy and procedures in the

~~areas referred to in Article III, Section F.3—~~areas referred to as the "B-List Items," which are listed in Article III, Section F.1.b, F.2.b, and F.4.b of the Senate's Constitution.

**Professional Staff Policy and Procedure**—The Senate has the responsibility (not authority) to review, make recommendations, initiate, and participate in the formulation of policy and procedures in the areas referred to in Article III, Section F.3.

**Clean Version:**

**University Senate of Michigan Technological University**

Proposal 02-19  
(Voting Units: All)

**"Revision to 104.1 Developing Academic Policy at MTU"**

**Background/Rationale**

Per Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a, the Senate has the responsibility and authority (granted by the Board of Trustees through its approval of the Senate's Constitution) to review and establish policy and procedures in the areas listed in the above sections, subject to Presidential review and Board of Trustees approval under section II E 5. of the Senate Constitution. The Board of Trustees formally grants such responsibility and authority to the Senate as described in Board of Trustees Policy Chapter 6, Section 3, Policy Functions of the Faculty, while under Article III, Section C of that Constitution not relinquishing any of the Board's Constitutional or Statutory authority by such approval.

This proposed revision provides an updated procedure to support Senate policy and procedure development and approval.

**Submitted by:** Senate Executive Committee

**Proposal**

To reflect current university practice, and to ensure that procedures are in place that effectively and efficiently communicate and publish approved policy and procedure on appropriate websites, including policies and procedures approved by the Senate and University administration or Board of Trustees as applicable, it is proposed that the following update to Senate Policy 104.1 be approved:

**104.1 POLICIES AND PROCEDURES REQUIRING SENATE INVOLVEMENT**

**(Proposal 2-19)**

**(Proposal 4-93)**

All policies in the areas listed in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a that originate in the Senate must be approved by the Senate before being forwarded to the University President or Board of Trustees.

The Michigan Technological University Board of Trustees ("the Board") Policy, Chapter 6, Section 3, Policy Functions of the Faculty states that the Board "extends a cordial invitation to the faculty to express its opinions and recommendations on matters of academic policy, through the regularly established channels as provided by the Constitution of the Senate." The Senate's Constitution, which is approved by the Board of Trustees, grants "the authority and responsibility to the University Senate to review and establish policy and procedure" in the areas listed in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a (colloquially referred to as "A List" items) subject to Administrative and/or Board of Trustees approval or rejection.

The flowcharts detailed in Procedure 104.1.1 Senate Proposal Approval Process describe the procedures under which University Policies in the areas identified in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a ("A-list Items") at Michigan Technological University are developed and approved.

For items listed in Senate Constitution Article III, Sections F.1.b, F.2.b, F.3.a, and F.4.b (colloquially referred to as "B-list Items"), the Senate has the responsibility (not authority) to review, make recommendations, initiate, and participate in the formulation of University policy and procedures. In cases where a "B-list" proposal originates from the Senate, Procedure 104.1.1 should also be followed.

### **Types of Policy Proposals**

Generally, there are three types of University policy proposals that the Senate votes on:

**1) Senate Recommendations to Modify Board of Trustees Policies in the "A list" areas**—These are submitted to the president after being approved by the Senate and, if approved by the president are then routed to the Board of Trustees for its consideration. If rejected by the President the Senate is provided appeal procedures directly to the Board of Trustees. (e.g., recommending revisions or additions to Board of Trustees Policies Manual).

**2) Academic, Research, and Other Senate Policy and Procedure Recommendations**—The Senate also has the responsibility and authority to review and establish University (not Board of Trustees) policy and procedures in the areas referred to as the "A-List Items," which are listed in Article III, Section F.1.a, F.2.a, and F.4.a of the Senate's Constitution subject only to approval of the President or their Designee.

**3) B-list Items**—The Senate has the responsibility (but not authority) to review, make recommendations, initiate, and participate in the formulation of policy and procedures in the areas referred to as the "B-List Items," which are listed in Article III, Section F.1.b, F.2.b, and F.4.b of the Senate's Constitution.

**Professional Staff Policy and Procedure**—The Senate has the responsibility (not authority) to review, make recommendations, initiate, and participate in the formulation of policy and procedures in the areas referred to in Article III, Section F.3.

# Senate Proposal Approval Process

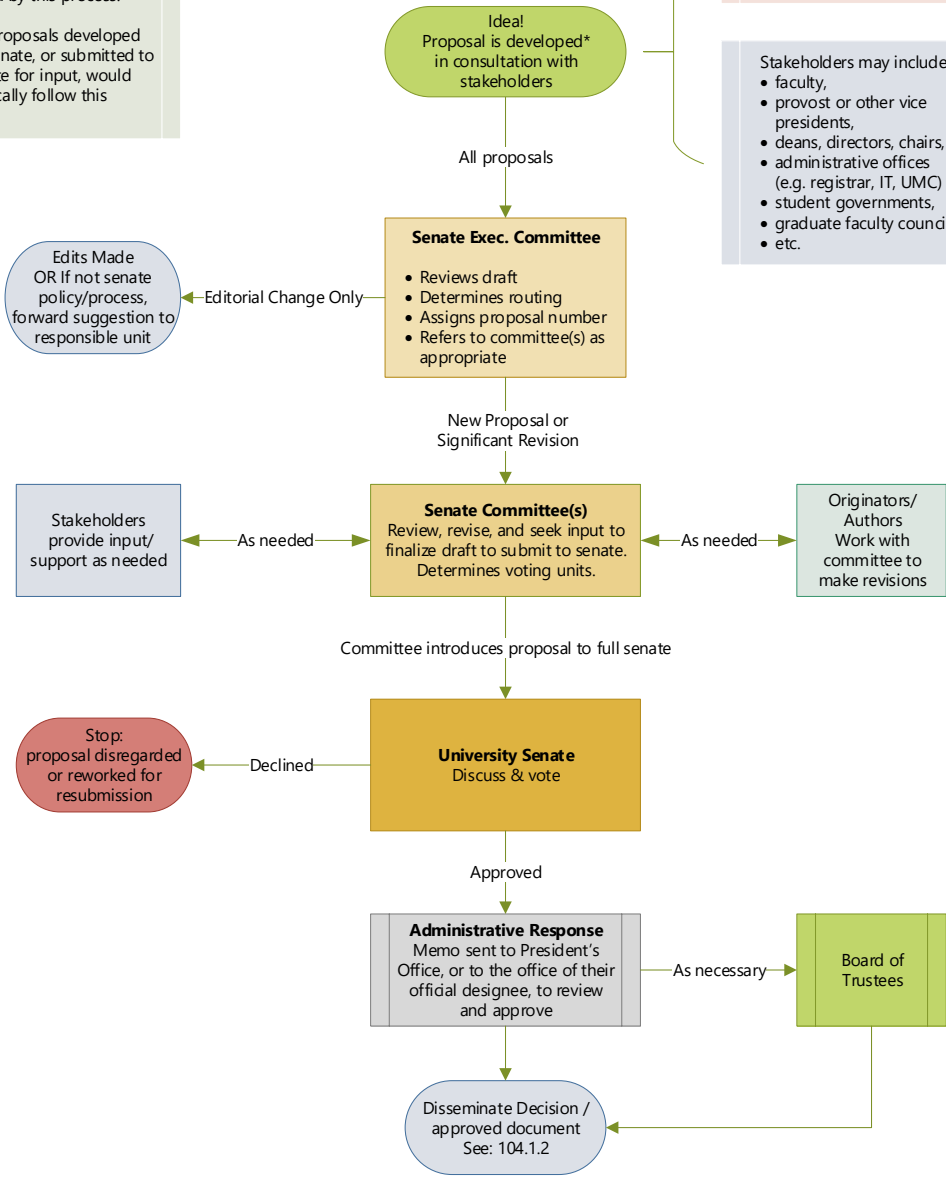
## 104.1.1

"A-list" items must be approved by this process.

"B-list" proposals developed by the senate, or submitted to the senate for input, would also typically follow this process.

\*Some types of proposal development have defined steps (e.g. proposals for new academic programs)

- Stakeholders may include:
- faculty,
  - provost or other vice presidents,
  - deans, directors, chairs,
  - administrative offices (e.g. registrar, IT, UMC)
  - student governments,
  - graduate faculty council,
  - etc.



**Definitions:**

Editorial Change: Minor changes to a policy/procedure that do not change the intent (e.g. changing "Board of Control" to "Board of Trustees", changing contact information, updating broken links).

Substantial Revision: Changes that potentially alter the intent or purpose of the current approved policy/procedure.

New Proposal: A proposal that addresses a new issue not previously addressed in an approved policy/procedure.



**Approved Senate Proposal  
Dissemination Process  
104.1.2**

