

# 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. 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](#).

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, it is proposed that the following revisions to Senate Policy 104.1 be approved:

## 104.1 Developing Academic Policy at MTU

### 104.1 POLICIES AND PROCEDURES REQUIRING SENATE INVOLVEMENT

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 **following** flowcharts **detailed in Procedure 104.1.1 Senate Proposal Approval Process** describes 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).
- 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 **his their Designate 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.

## 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. 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](#).

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, 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).
  
- 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.

# Senate Proposal Approval Process

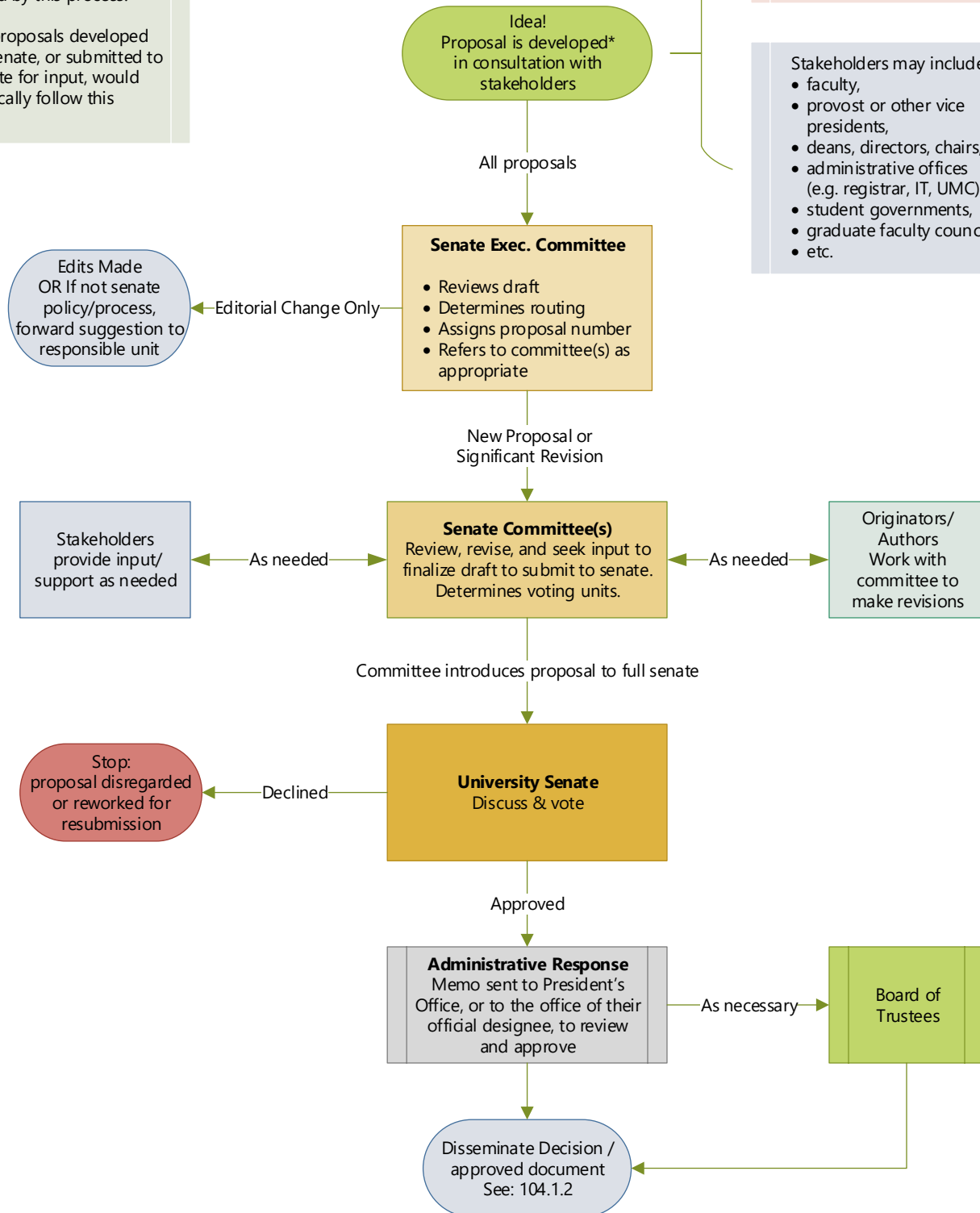
## 104.1.1

"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**

