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 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.
Clean Version of Proposal 02-19:

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.

Edits Made
OR If not senate policy/process, forward suggestion to responsible unit

Ideal Proposal is developed* in consultation with stakeholders

- Reviews draft
- Determines routing
- Assigns proposal number
- Refers to committee(s) as appropriate

All proposals

Senate Exec. Committee

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.

New Proposal or Significant Revision

Originators/Authors
Work with committee to make revisions

Senate Committee(s)

Review, revise, and seek input to finalize draft to submit to senate. Determines voting units.

As needed

Stop:
Proposal disregarded or reworked for resubmission

Committee introduces proposal to full senate

University Senate
Discuss & vote

As needed

Approved

Administrative Response
Memo sent to President’s Office, or to the office of their official designee, to review and approve

As necessary

Board of Trustees

Disseminate Decision / approved document
See: 104.1.2

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

Secretary of BoT:
- sends BoT approved, final version to:
  - UMC, if needed (to update BoT page)
  - Attorney
  - Library
  - HR

Proposal from 104.1.1

Decision from Administration / BoT

Not Approved

Notifies

Approved

Senate Office Staff:
- Receives notice and distributes to senate Exec. Committee.
- Updates senate website as needed.

Virtual Policy Office:
- makes updates to university policy page or faculty handbook as needed.

As needed: Provost's Office directs as appropriate for review by external entities (e.g. MASU, HLC)

Senate Exec. Committee

Notifies originators of decision and options if not approved