Senate proposal 2-19, "Revision to Policy 104.1 Developing Academic Policy at MTU" has been reviewed. Two comments made by University counsel were not addressed in the text of the proposal, but were included in the version approved by the Senate. In order to generate a final clean version, on behalf of the administration I request the following changes.

1. Remove comments from document.
2. Change the name of Policy 104.1 to Procedure 104.1 (in response to comment PT1).
3. Make wording changes as noted on page two of the proposal (addresses comment PT2).

The first paragraph under Policies and Procedures Requiring Senate Involvement would read:

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.

As these changes do not represent a substantive change to the proposal, I anticipate that these can be considered as friendly editorial revisions.

I will approve this proposal on behalf of the administration once the changes noted above are made. Please feel free to contact me should 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 5, 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.
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 (collectively referred to as "A List Items") in the Senate must be approved by the Senate.

The Michigan Technological University Board of Trustees Policy, Chapter 6, Section 3, Policy Functions of the Faculty "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 procedures" in the areas listed in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a (collectively referred to as "A List Items") subject to Board of Trustees approval or rejection.

The following flowchart describes 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 (collectively 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.

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 his delegate.
3) 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, UMG)
- student governments,
- graduate faculty council,
- etc.

Editorial Change Only

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

All proposals:
- Ideal Proposal is developed in consultation with stakeholders
- Senate Exec. Committee
  - Reviews draft
  - Determines routing
  - Assigns proposal number
  - Refers to committee(s) as appropriate
- New Proposal or Significant Revision
  - Senate Committee(s)
    - Review, revise, and seek input to finalize draft to submit to senate. Determines voting units.
    -委员会 introduces proposal to full senate
- University Senate
  - Discuss & vote
  - Approved
  - Administrative Response Memo to Provost's Office w/ copies to President & Secretary of the Board
    - 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

Proposal from 104.1.1

Decision from Administration / BoT

Not Approved

by Admin only: Provost's Office...

Approved

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

Notifies

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)

Notifies originators of decision and options if not approved