



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: January 10, 2019

SUBJECT: Senate Proposal 2-19

Senate proposal 2-19, "Revision to Policy 104.1: Developing Academic Policy at MTU" has gone through a number of revisions following review by the Senate's Academic and Instructional Policy Committee (AIPC), Provost Huntoon, and Michigan Tech's legal counsel.

Unfortunately the version sent to the administration for approval does not contain edits recommended by the administration on December 5, 2018 and accepted by the Senate on December 12, 2018. It appears the version sent for approval is an edited version of an older draft copy of the proposal.

To explain this further, below is a timeline of the review process. Without comparing each document in its entirety, you can spot check item number 3 under the subheading "Types of Policy Proposals" to see an example of how the text of this document has changed through time.

- September 26, 2018 – Initial proposal introduced on Senate floor. This proposal is attached as it is not available on the Senate's web site.
- October 10, 2019 – Administration (with feedback from legal counsel) responds to proposal 2-19 via email from Provost Huntoon to the AIPC chair (Carlos Amador). At a Senate meeting that same day, the Senate tabled the proposal so edits could be made; the administration's proposed edits are available on the Senate's web site. (<https://www.mtu.edu/senate/policies-procedures/proposals-year/2018-19/2-19.pdf>).
- October 29, 2018 – Provost Huntoon and Alex Guth met with Senate's AIPC to discuss revisions.
- November 7, 2018 – Revised version introduced to Senate as new business, but the materials introduced included an old draft of the flow chart. The version with the administration's edits (see October 10 above) replaced the original proposal (introduced September 26 & attached) on the Senate's web.
- November 28, 2018 – The Senate approved the revised proposal, which incorporates legal counsel's comments into the main body of the document (<https://www.mtu.edu/senate/policies-procedures/proposals-year/2018-19/2-19-revised.pdf>).
- December 5, 2018 – Administration's formal response which included friendly editorial revisions (<https://www.mtu.edu/senate/policies-procedures/proposals-year/2018-19/2-19-editorial-changes.pdf>).
- December 12, 2018 – Senate approved the administration's friendly editorial revisions but inserted those revisions into an older version of the document that differs substantially from the version approved by the Senate on November 28, 2018 (<https://www.mtu.edu/senate/policies-procedures/proposals-year/2018-19/2-19-2nd-with-edits.pdf>).

The administration will approve this proposal when an updated version is received; a version that matches what was approved by the Senate on November 28th, modified according to the administration's friendly edits as approved by the Senate December 12th.

Approved

And Me 11/16/19

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 Bylaws, Article III, Sections F.1.A, F.2.A, and F.4.A, the Senate has responsibility and authority granted by the Board of Trustees to review and establish policies 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 Bylaws [Chapter 6, Section 3, Policy Functions of the Faculty](#).

This proposed revision provides an updated procedure to support Senate policy development and approval, and clarifies those topics constituting "Academic Policy" and "Non-academic Policy."

Submitted by: Senate Executive Committee

Proposal

To reflect current university practice, and to ensure procedures are in place that effectively and efficiently communicate and publish approved university policy on their appropriate websites, as developed by the Senate and approved at the senior levels of the University, it is proposed that the following update to Senate Policy 104.1 be approved:

Sept. 26, 2018
Initial Proposal

DEVELOPING ACADEMIC POLICY AT M.T.U.

All policies relevant to the MTU Senate constituency, as specified in its constitution and bylaws, must be approved by the Senate. ~~The procedure for doing this is indicated in the flowchart below.~~

The Michigan Technological University Board of Trustees Bylaws, [Chapter 6, Section 3, Policy Functions of the Faculty](#) grants the authority and responsibility to the University Senate to review and establish university academic policy in accordance with Senate Bylaws. Academic policy includes, but is not necessarily limited to, all those items listed in Senate Bylaws Article III, Sections F.1.A, F.2.A, and F.4.A (colloquially referred to as "A List" items).

The following flowchart describes the procedures under which academic policy ("A-list Items") at Michigan Technological University is developed and approved.

The following flowchart procedure should also be used in cases where a non-academic policy is proposed and approved by the Senate. This includes, but is not necessarily limited to, all those items listed in [Senate Bylaws Article III, Sections F.1.B, F.2.B, F.3.A.I, and F.4.B](#) (colloquially referred to as "B-list Items").

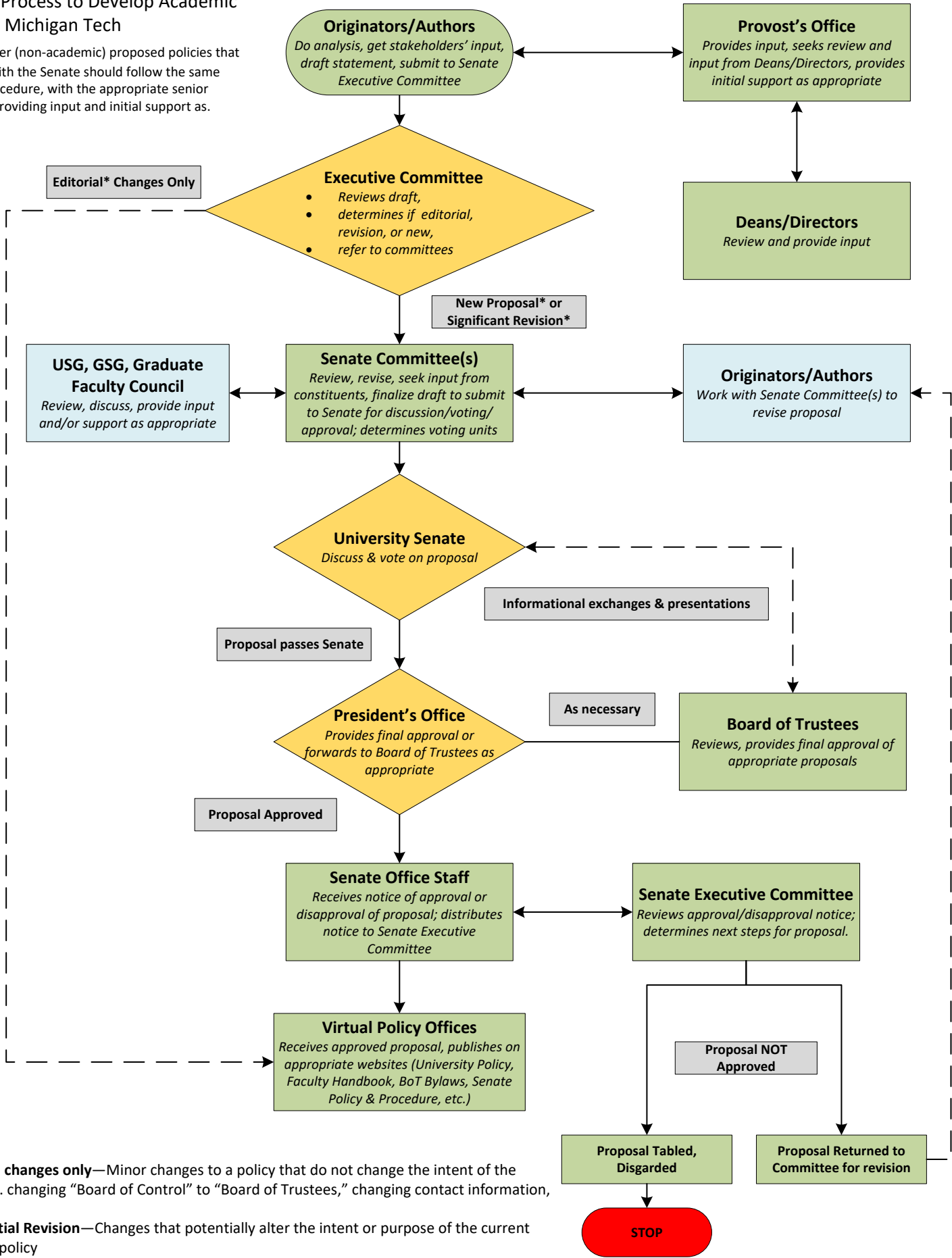
Types of Policy Proposals

Generally, there are three types of Policy Proposals that the Senate proposes and votes upon:

- 1) **Policy Recommendations to the Board of Trustees**—Routed to the Board of Trustees office via the President's office, must be approved by the Board of Trustees (e.g. recommending revisions or additions to BoT Bylaws)
- 2) **Academic Policy Recommendations**—"A-List Items;" generally, are approved by the Provost and/or the University President
- 3) **Non-academic policy**—"B-List Items;" generally, are approved by the University President and/or the appropriate President's Council executive member.

Proposed Procedure (Proposal 02-19):
General Process to Develop Academic
Policy at Michigan Tech

NOTE: Other (non-academic) proposed policies that originate with the Senate should follow the same general procedure, with the appropriate senior executive providing input and initial support as.



* **Editorial changes only**—Minor changes to a policy that do not change the intent of the policy (e.g. changing “Board of Control” to “Board of Trustees,” changing contact information, etc.
 * **Substantial Revision**—Changes that potentially alter the intent or purpose of the current approved policy
 * **New proposal**—A proposal that addresses a new issue not previously addressed in approved policy

University Senate of Michigan Technological University

Proposal 2-19

(Voting Units: Full Senate)

"Revision to Policy 104.1 Developing Academic Policy at MTU"

Background/Rationale

Per Senate ~~Bylaws~~ Constitution, Article III, Sections F.1.Aa, F.2.Aa, and F.4.Aa, 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 ~~Bylaws~~ 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, and clarifies these topics constituting "Academic Policy" and "Non-academic Policy."

Submitted by: ~~Senate Executive Committee~~ Academic and Instructional Policy Committee

Proposal

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

Oct. 10, 2018
Administration's
Feedback

DEVELOPING ACADEMIC POLICIES AND PROCEDURES REQUIRING SENATE INVOLVEMENT AT M.T.U. MTU

All policies in the areas listed in the Senate Constitution, Article III, Sections F.1.a, F.2.a, and F.4.a relevant to the MTU Senate constituency, as specified in its constitution and bylaws, originating in the Senate must be approved by the Senate. The procedure for doing this is indicated in the flowchart below.

The Michigan Technological University Board of Trustees **Bylaws 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 university academic policy and procedure” in accordance with Senate Bylaws Constitution. Academic policy includes, but is not necessarily limited to, all those items the areas listed in the Senate Bylaws Constitution, Article III, Sections F.1.Aa, F.2.Aa, and F.4.A-a (colloquially referred to as "A List" items) subject to Board of Trustees approval or rejection.

The following flowchart describes the procedures under which academic policy items 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 is are developed and approved.

The following flowchart procedure should also be used in cases where a non-academic policy is proposed and approved by the Senate. This includes, but is not necessarily limited to, all those For items listed in Senate Bylaws Constitution Article III, Sections F.1.Bb, F.2.Bb, F.3.Aa, and F.4.B-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.

Types of Policy Proposals

Generally, there are three types of University Policy Proposals that the Senate proposes and votes upon:

- 1) **Policy Senate Recommendations to Modify the 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, office via the President's office, must be approved by the Board of Trustees (e.g. recommending revisions or additions to Board of Trustees ~~BoT~~ Bylaws Policies Manual).

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

~~2)~~ 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," generally, are approved by the Provost and/or the University President 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 Designate.

~~3) Non-academic policy—~~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," generally, are approved by the University President and/or the appropriate President's Council executive member which are listed in Article III, Section F.1.b, F.2.b, and F.4.b of the Senate's Constitution.

3) 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.

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:

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 originating 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 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 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 (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.

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 Designate
- 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.

3) Professional Staff Policy and Procedures – 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.

General Process to Develop Academic Policy at Michigan Tech

* **Editorial changes only**—Minor changes to a policy that do not change the intent of the policy (e.g. changing “Board of Control” to “Board of Trustees,” changing contact information, etc.

* **New proposal**—A proposal that addresses a new issue not previously addressed in approved policy



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 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:

Commented [PT1]: If this is a procedure should it not be labelled that at the heading rather than being called a policy? It appears to be a procedure to clarify and streamline getting things to the Board of Trustees for consideration under Board Policy. Labelling it a procedure might thus be more fitting. Recall that things like the CATPR and other procedures can be adopted by concurrence of the Senate and University administration without having to go to the Board of Trustees.

Nov. 28, 2018
Senate Approved with
legal counsel notes

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 originating 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 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 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 (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.

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 Designate.

Commented [PT2]: This is not accurate except for those originating in the Senate which it has total control of and can reject and not forward to the Pres. or Board at all. But the Board of Trustees can adopt any policy it desires even if not approved by or even if opposed by the Senate. That is the substance of the additional language added by the Board of Trustees in Article III. Sec.C of the Constitution and by each of its motions approving the constitution or amendments of it.

- 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

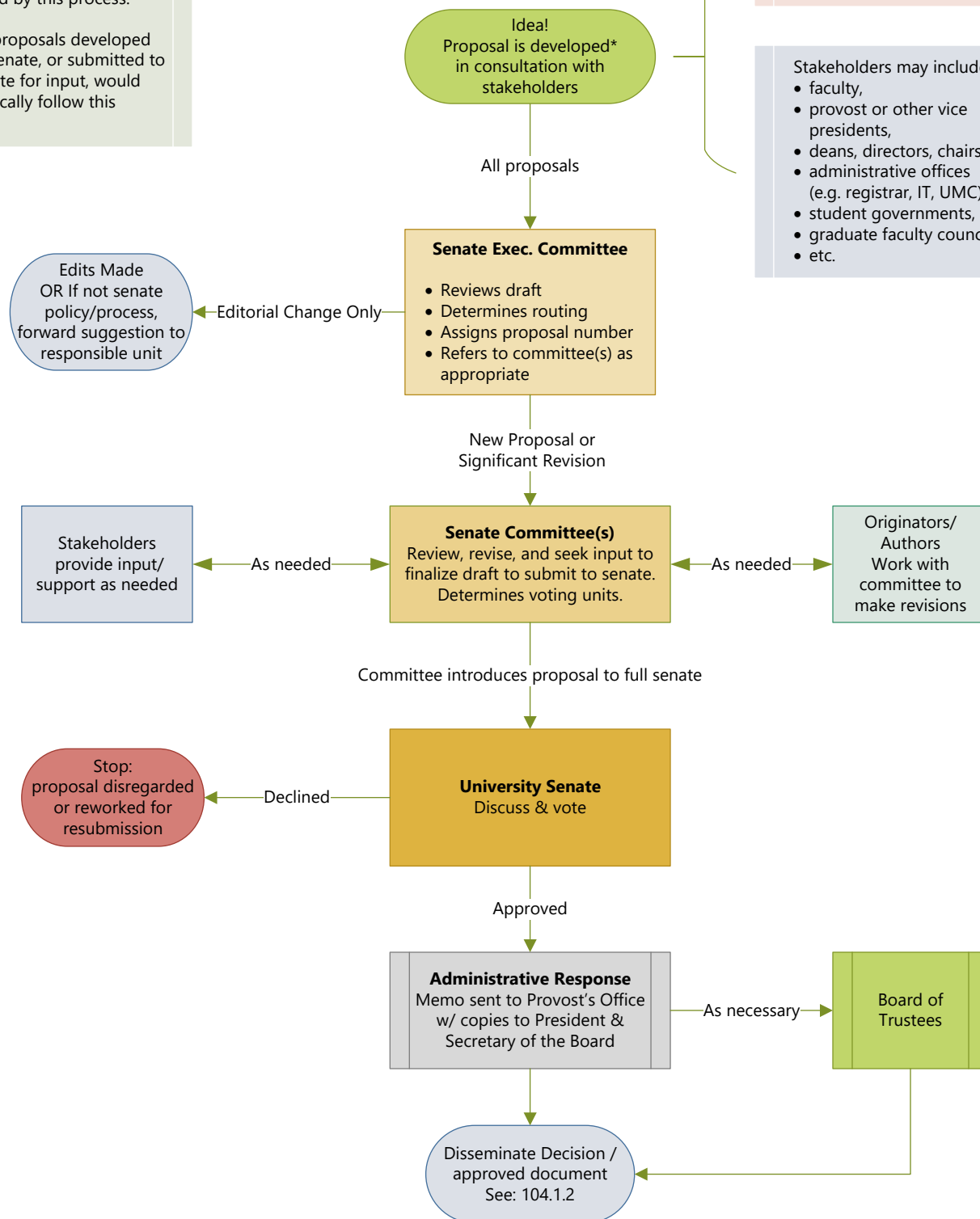
"A-list" items must be approved by this process.

"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, UMC)
- student governments,
- graduate faculty council,
- etc.



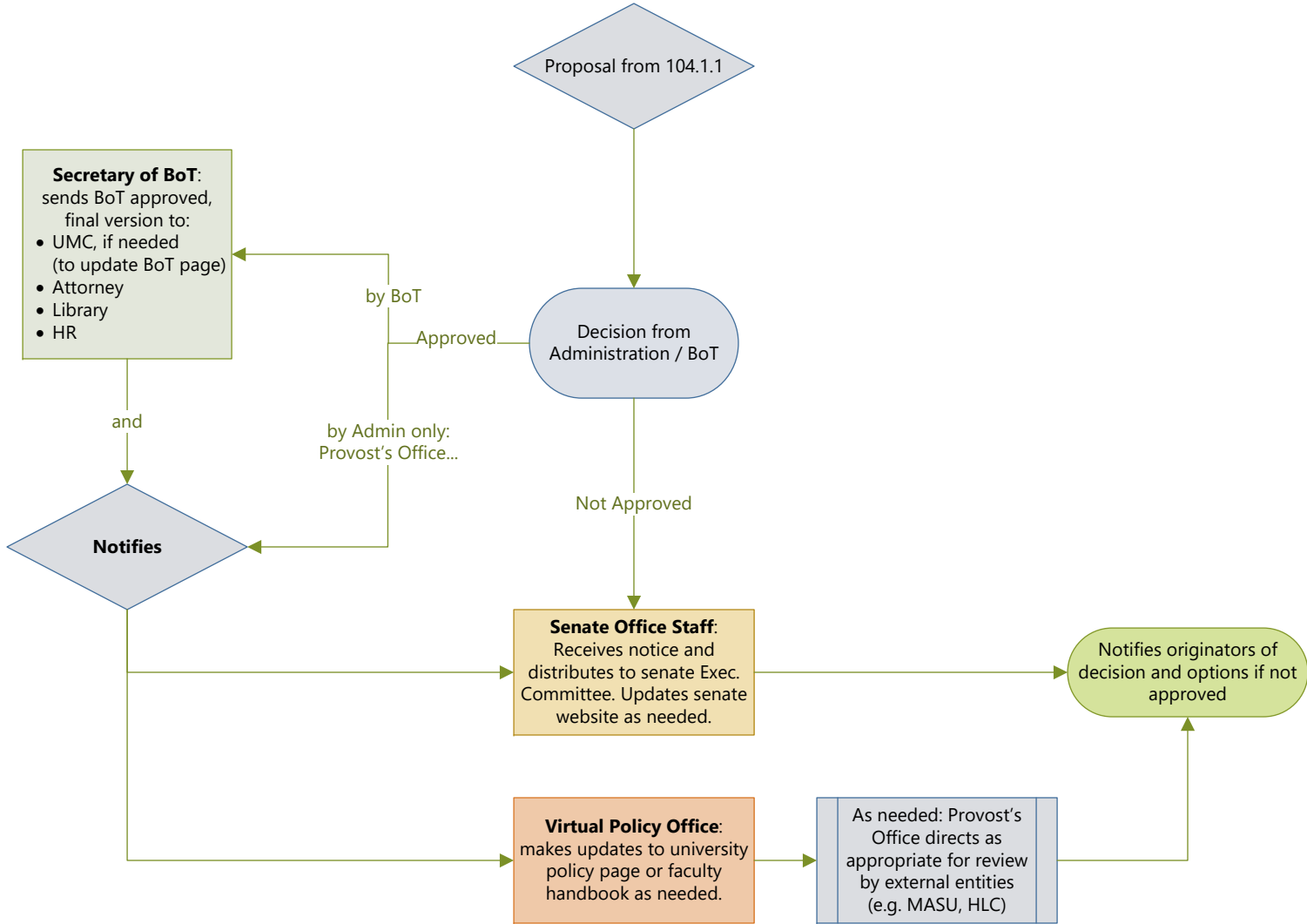
Definitions:

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





Office of the Provost and
Senior Vice President for Academic Affairs

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

TO: Michael Mullins, University Senate President

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

Jacqueline E. Huntoon

DATE: December 5, 2018

SUBJECT: Senate Proposal 2-19

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.

Dec. 5, 2018
Administration's Formal
Response with Friendly
Editorial Revisions

University Senate of Michigan Technological University

Proposal 02-19
(Voting Units: All)

"Revision to Policy 104.1 Developing Academic Policy at MTU"

Procedure

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:

Commented [PT1]: If this is a procedure should it not be labelled that at the heading rather than being called a policy? It appears to be a procedure to clarify and streamline getting things to the Board of Trustees for consideration under Board Policy. Labelling it a procedure might thus be more fitting. Recall that things like the CATPR and other procedures can be adopted by concurrence of the Senate and University administration without having to go to the Board of Trustees.

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 ~~originating~~ in the Senate must be approved by the Senate.

that originate

before being forwarded to the University President or Board of Trustees.

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 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 Board of Trustees approval or rejection.

Commented [PT2]: This is not accurate except for those originating in the Senate which it has total control of and can reject and not forward to the Pres. or Board at all. But the Board of Trustees can adopt any policy it desires even if not approved by or even if opposed by the Senate. That is the substance of the additional language added by the Board of Trustees in Article III, Sec.C of the Constitution and by each of its motions approving the constitution or amendments of it.

Changes shown incorporate essence of feedback

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 (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.

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/her designee.



- 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

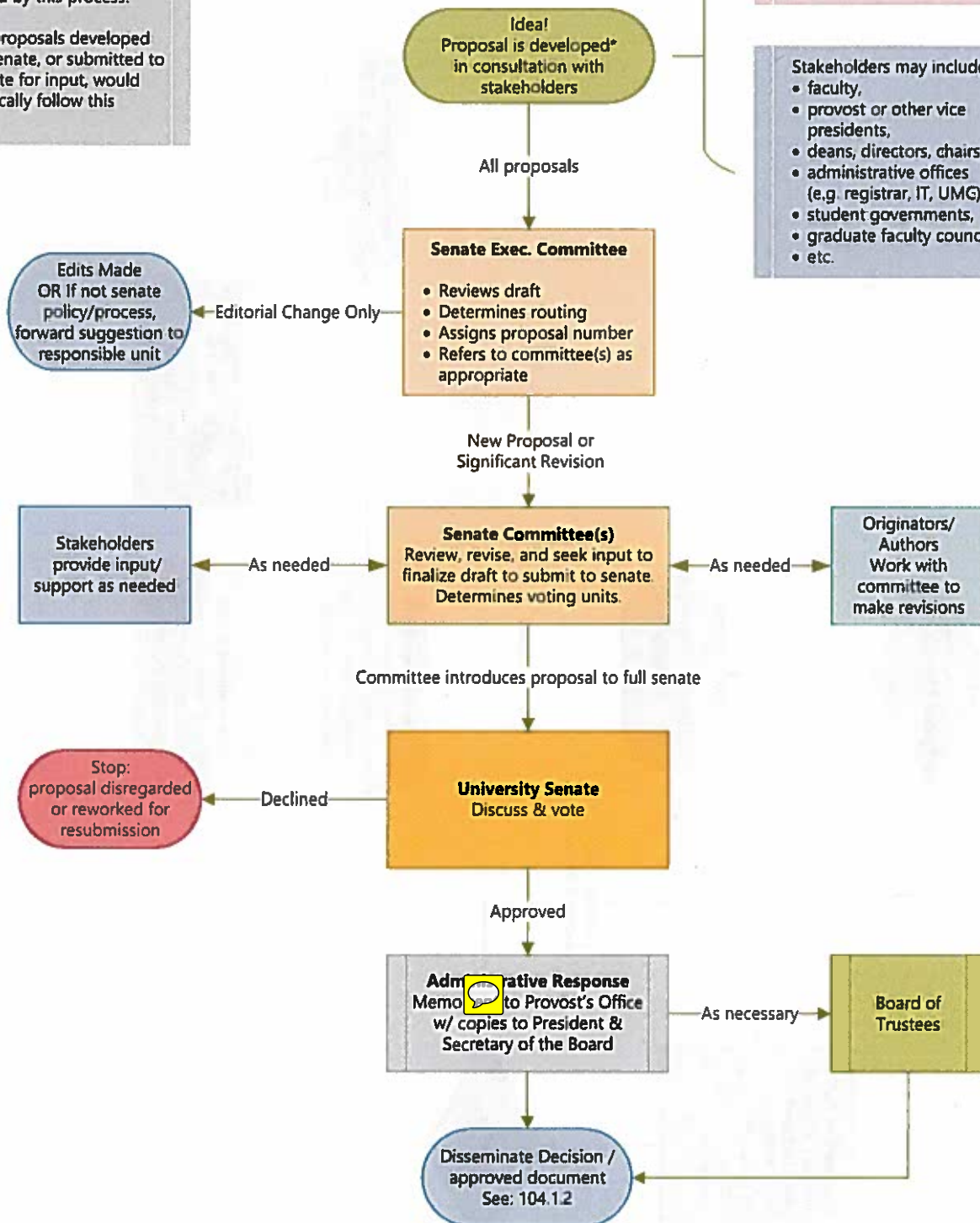
"A-list" items must be approved by this process.

"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.



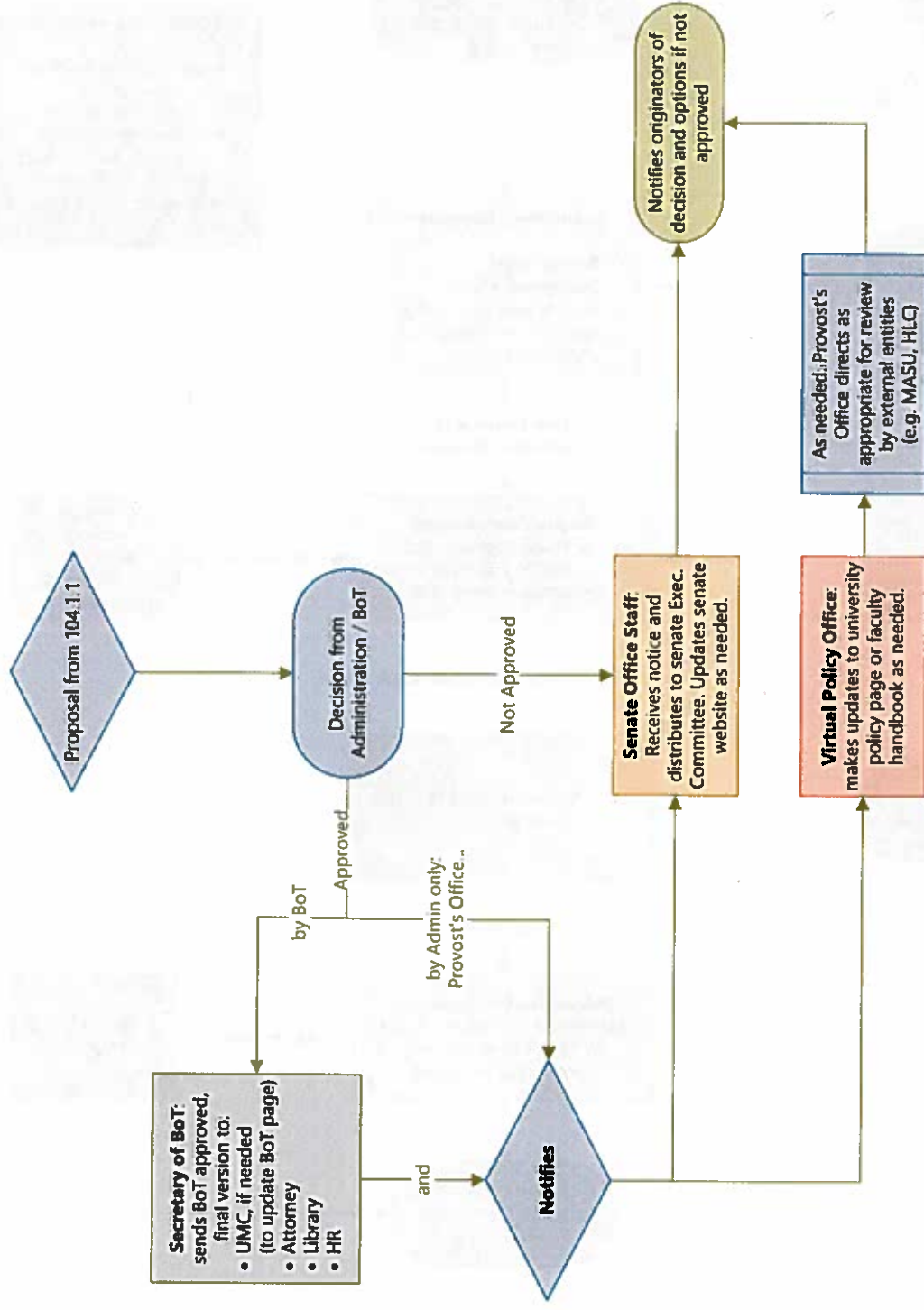
Definitions:

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



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:

Dec. 12, 2018
Senate approved
incorrect version

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

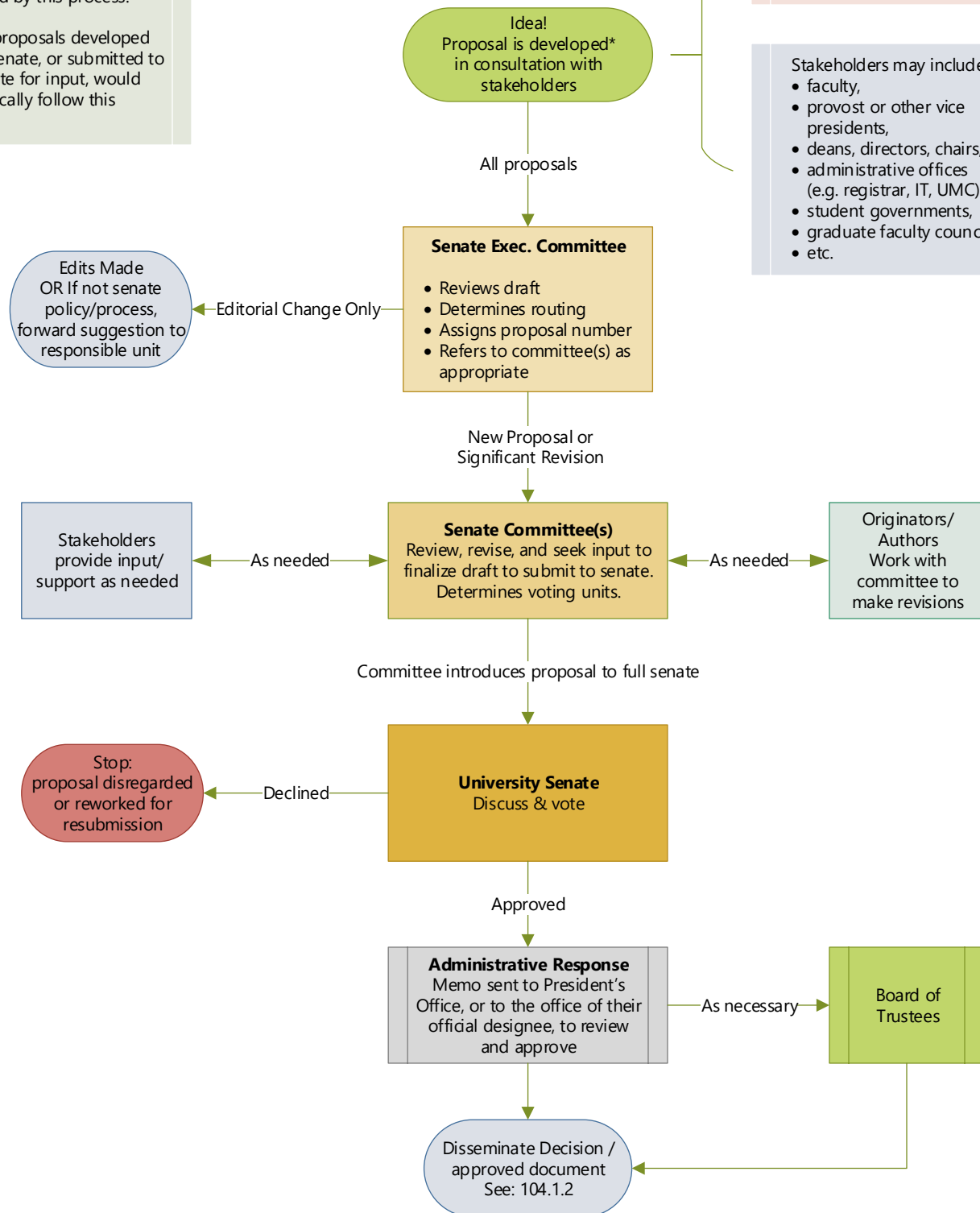
"A-list" items must be approved by this process.

"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

