

## PROCEDURE FOR ADOPTING UNIT POLICIES

7-16-13

The faculty in each department or unit will begin the process of developing a written policy for [describe criteria, procedures], by first after considering any input provided by the department or unit head, dean, Provost, or designee. The faculty will submit their recommended policy to the appropriate dean, unit head or designee for review. The dean, unit head, or designee will memorialize and discuss any revisions he or she makes to the policy with the faculty before submitting his or her recommended policy to the Provost or designee. The Provost or designee will have final authority to establish the policy for each unit. If the Provost or designee materially alters the faculty-recommended policy, he or she will provide a written explanation for the change(s) to the faculty in the department or unit. The department head, dean, unit head, Provost, or designee may initiate changes to established policies by informing the appropriate faculty of the change being considered, thereby initiating the process described in this Section.