

GUIDELINES FOR THE DEVELOPMENT OF ACADEMIC ISSUES AND PROPOSALS THROUGH THE EASTERN MICHIGAN UNIVERSITY FACULTY GOVERNANCE PROCEDURE

Overview:

The foundation of the governance structure at Eastern Michigan University is the pairing of a faculty advisory body with an academic administrator: department committees advise the Department Head; college councils advise the college Dean; the Graduate Council advises the Associate Vice President for Graduate Studies and Research and the [University] Faculty Council advises the Provost.

When the administration seeks faculty input on an academic issue (e.g. proposal, policy, etc.) or an academic issue emerges from a faculty body the request is directed to the faculty body whose charge and responsibilities matches the scope of the academic issue. Academic issues involving a single department are referred to a department committee; academic issues affecting a single college are referred to the college council; academic issues affecting more than one college are directed to the [University] Faculty Council. Graduate issues are directed to the Graduate Council first and then, if the issue affects more than one college, it is forwarded to the [University] Faculty Council. Academic issues within a college that have a differential impact on some of the departments are directed to the affected departments, as well as, the College Council and the input from the departments are forwarded to the College Council for its deliberation. Cross college academic issues which have a differential impact on some colleges are to be directed to the affected College Councils and their input forwarded to the [University] Faculty Council for its deliberation.

In addition, faculty input bodies may request advice from faculty bodies at a lower level or involvement of councils at a higher level if the scope and impact of the academic issue warrants.

Process for initiating discussion and exploring academic issues which may lead to the development and processing of a proposal:

1. Department related issue discussion and proposal process.
 - a. Academic issues typically come from one of the department's faculty committees, the department head, or one or more faculty members.
 - b. The issue is discussed by the appropriate faculty committee(s) (as specified by the Department Input Document) and may result in a

proposal.

- c. The proposal is typically submitted to the department faculty (consisting of all department faculty members) for final approval and is forwarded to the Department Head.
- d. Course and program proposals are addressed through the course/program approval process.
- e. If the issue arises from within an identified unit in the department and does not affect the overall department activities or require additional departmental assistance, the issue will be approved and implemented by that specific unit. Department related issues remain within the department.
- f. Occasionally a department may be requested to give input or advice on an academic proposal beyond its typical scope. In such cases the department input is forwarded to the appropriate college or university wide councils for further deliberation.

2. College related issue discussion and proposal process.

- a. The College Council academic issues typically come from a faculty member, a department, another College Council or body, or the Dean of the College.
- b. Department representatives to the College Council may conduct discussions with their department committee(s) (as specified in the Department Input Document) concerning the issue/proposal and provide information to the College Council.
- c. The proposal returns to the College Council for action and is forwarded to the Dean or and the [University] Faculty Council when it affects more than one college.
- d. Course and program proposals are addressed through the course/program approval process. In most cases, these proposals do not affect more than one college, therefore they are not forwarded to the [University] Faculty Council.
- e. College related issues remain within the College.
- f. Occasionally, a college may be requested to give input or advice on an issue/proposal beyond its typical scope. In such cases the college input is forwarded to university wide councils for further deliberation.

3. Graduate Council related issue discussion and proposal process.

- a. The Graduate Council academic issues typically come from the representatives to the Graduate Council, a College or the Associate Vice President for Graduate Studies and Research. These academic issues may be referred to one of the standing committees of the Graduate Council which are; Academic Development, Administrative Policies, Program Review and Student Affairs.
- b. The department representatives to the Graduate Council are encouraged to

- conduct discussions with their department committees and provide their feedback to the Graduate Council.
- c. A proposal may develop which is then approved by the Graduate Council and forwarded to the Associate Vice President for Graduate Studies and Research and to the [University Faculty] Council if the proposal affects more than one College.
 - d. The Graduate Council has the responsibility of reviewing and providing recommendations for a wide range of graduate programs and individual courses. These standard recommendations usually are not forwarded to the [University] Faculty Council because most do not affect more than one College; those academic issues that do affect more than one college are forwarded to the [University] Faculty Council.
4. [University] Faculty Council related issue discussion and proposal process.
- a. The [University] Faculty Council will typically entertain a discussion of an academic issue presented by a representative to the Council, another College Council, a Department, the [University] Faculty Council Executive Board, one of the eight Standing Committees of the Council, other university administrators and units, the Provost, the President or the Board of Regents.
 - b. The [University] Faculty Council may address these academic issues as a whole or may first refer these academic issues to the [University] Faculty Council Executive Board, to an Ad Hoc committee or to one of the [University] Faculty Council Standing Committees:
 - i. Academic Issues
 - ii. Intercollegiate Athletics Advisory Committee
 - iii. Honorary Degrees and Distinguished Faculty Awards
 - iv. Institutional Issues
 - v. Procedures and Elections
 - vi. Student Issues
 - vii. Budget and Resources
 - viii. Technology Issues
 - c. The [University] Faculty Council elected representatives will take the academic issues to their departments for discussion, when requested, to provide their feedback to the Council or the referral bodies.
 - d. The [University] Faculty Council forwards input concerning the issue/proposal to the Provost, President, Board of Regents or the appropriate administrative office consistent with the Bylaws of the [University] Faculty Council.

Approved by the University Faculty Council on October 2, 2002.

