

<b>Name of Process:</b>	College and Department Policy Revisions		
<b>Created By:</b>	Office of the Provost	<b>Last Updated By:</b>	K. Sanford
<b>Date Created:</b>	1/27/2025	<b>Last Revision Date:</b>	4/10/25
<b>Related Policies and Procedures:</b>	Unit Bylaws Faculty Handbook 4.3 Workload and Evaluation CBA 11.2 CBA 12.4-12.5 Faculty Handbook 4.4 Promotion and Tenure		
<b>Process Purpose:</b>	The purpose of the College and Department Policy Revisions is to outline the process by which a college and/or department submits their updated policies to the Office of the Provost for review, approval, and posting on the Office of the Provost website.		
<b>Process Definitions:</b>			

### Bylaws Revisions

1. Upon approval by the faculty, the department chair person will submit the revised policy for approval via the appropriate webform. The webform routes to the following approvers:
  - a. Dean
  - b. VPFA

Upon completion of the webform and documentation of all approvals, the Office of the Provost will upload the new Bylaws to the Faculty Affairs website.

### Departmental Workload Policy Revisions

1. Upon approval by the department and the dean, the department will submit the revised policy for approval via the Departmental Approval Workload webform. The webform routes to the following approvers:
  - i. Dean
  - ii. AAUP Contract Maintenance Officer
  - iii. Provost (VPFA Proxy)
2. Upon completion of the webform and documentation of all approvals, the Office of the Provost will upload the new Departmental Workload Policy to the Faculty Affairs website.

### Promotion and Tenure Policy Revisions

1. Submit the revised Promotion and Tenure Policy for the department or college via the Promotion & Tenure Policy webform. The webform routes to the following approvers
  - a. Promotion & Tenure College Committee Chair
  - b. Dean
  - c. Promotion & Tenure Faculty Senate Committee Record Keeper
  - d. Promotion & Tenure Faculty Senate Committee Chair

- e. Vice Provost Faculty Affairs
  - f. Provost
- 2. Upon completion of the webform and documentation of all approvals, the Office of the Provost will upload the new policy to the Faculty Affairs website.