

# Guideline G1-001B: Shared Governance and University Regulations

Revision 0. Effective August 28, 2023

## Purpose

Policy 1-001: Policy on University Regulations and Rule R1-001: Oversight and Development of University Regulations establish the University's shared governance approach to policy creation and revisions. Specifically, Policy 1-001 states:

*"The University adheres to the principle that the perspectives of the faculty and students of the University should be appropriately considered in conjunction with promulgation of all University Regulations that directly or significantly affect the carrying out of the University's academic missions of teaching, research, and service."*

The Academic Senate represents faculty and students and therefore plays an important shared governance role related to University regulations. This guideline, which is based on Policy 1-001 and Rule 1-001, provides information for members of the Academic Senate about their role in policy review and approval.

## Role of the Academic Senate Executive Committee

The Academic Senate Executive Committee is responsible for deciding whether a proposed policy or rule revision "directly or significantly affect[s] the carrying out of the University's academic missions." This determines whether the Senate reviews for information or debates and votes on the proposed revision. All proposed revisions for University policies and rules are presented to the Academic Senate Executive Committee. Before being presented to the Executive Committee, policies and rules have undergone extensive review by University groups, such as the Institutional Policy Committee and other committees as appropriate. For example, the Senate Advisory Committee on Academic Policy often reviews changes to academic policies and the Senate Advisory Committee on Information Technology reviews IT policies.

Based on the determination of whether a proposed policy or rule revision is academically significant, the Executive Committee determines the next step for the policy or rule. The next steps vary between policies and rules.

## Policy Change or New Policy

- A policy change that directly or significantly affects the carrying out of the University's academic missions requires approval of the Academic Senate to go into effect. The Executive Committee may assign these policy changes to:
  - The consent calendar for voting on a change that is non-controversial
  - The debate calendar for voting on most policy changes
  - The intent calendar for policy changes for which senators need time to communicate with their units about the proposed changes
- A policy change that does not directly or significantly affect the carrying out of the University's academic missions does not require approval of the Academic Senate to go into effect. The Executive Committee should assign these policies to the Academic Senate information calendar.

## Rule Change or New Rule

- A rule change that directly or significantly affects the carrying out of the University's academic missions is presented to the full Academic Senate. The Executive Committee may assign a change to an academic rule to:
  - The information calendar
  - The debate calendar or consent calendar if the Executive Committee would like the full senate to vote to approve the rule change.
- A rule change that does not directly or significantly affect the carrying out of the University's academic missions is not presented to the full Academic Senate. These rules may go into effect without action from the Executive Committee.

## Determination of Academic Significance

When determining whether a proposed policy or rule change “directly or significantly affects the carrying out of the University's academic missions,” members of the Executive Committee should consider whether the policy change represents a change in teaching, research, or service. Policies that relate to students, instruction, and exclusively to faculty, particularly those policies related to responsibilities of research, teaching, and service, are generally academically significant. Changes to policies related to financial operations, information technology, and general human resources issues that affect all employees usually are not academically significant. As described below, proposed policy revisions may affect faculty without being determined to be academically significant.

### Regulations in Parts 6 and 7 (Academics and Research)

Policy 1-001 states that “All policies stated within Parts 6 and 7 (Academics and Research, respectively) and all University Rules that are directly related to any such Policy, shall be presumed to have direct and significant effects.” In some cases, though the policy or rule itself is academically significant the proposed change to the policy is minor or technical. In these cases, the Executive Committee should send the policy change to the information calendar or the consent calendar.

### Regulations in Other Sections

The Executive Committee should put revisions to policies in all other sections of the regulations library on the information calendar unless the Executive Committee determines that the policy significantly or directly affects the academic missions of teaching, research, or service. Similarly, for rules, the Executive Committee should not place a revision to a rule on the Academic Senate's agenda unless the Executive Committee determines that the rule directly or significantly affects the academic missions.

There may be regulation changes that members of the Executive Committee find interesting or important that do not meet the definition of academically significant. In addition, not every policy change that affects faculty or students significantly impacts the academic mission. For example, some IT policies establish requirements for all members of the University community (Part 4) and some Human Resources policies (Part 5) apply to all employees of the University, including faculty and student employees. In these cases, while it is important for members of the Academic Senate to know about the

changes, the Academic Senate does not have a formal approval role. Therefore, the Executive Committee should assign the regulation changes to the information calendar. In addition, senators are encouraged to subscribe to the [recently revised regulations listserve](#) to keep up to date on changes to University regulations.

## **Consideration of Regulation Revisions in Academic Senate**

Each policy change that comes to the Academic Senate includes a contact person who is the subject matter expert working on the policy change. Senators are strongly encouraged to reach out to the contact person with any questions or concerns prior to the Academic Senate meeting in order to give the contact person time to consider the question and potentially propose any revisions if necessary. Contacting policy proposers ahead of time will also help the Senate approve policies in a single meeting, instead of requiring time on a second Academic Senate agenda.

The Academic Senate may approve a regulation with minor proposed revisions to be incorporated in the final version of the regulation.

## **Regulation Changes Required by Law or Utah Board of Higher Education Policy**

Some University regulations are enacted or modified to comply with a change in federal law, state law, or Utah Board of Higher Education policy. For example, a change to the Utah Procurement Code could necessitate a change to the University's procurement policy. Policy changes for compliance go through the same shared governance process as all other policy changes; however, because the University is required to comply with law and Utah Board of Higher Education policy, the University does not have the option to decline to make the policy change. In some cases, these policy changes need to be made quickly, and there is not time for the administration to engage with the full shared governance process. In these cases, the University creates an interim regulation, and then consults with the Academic Senate regarding finalizing the regulation.

## **Contacts**

For questions about this guideline, contact the Academic Senate President, Academic Senate Policy Liaison, or Director, University Regulations.