

Recommendation on Departmental Governance Document (s)

According to the *Faculty Handbook*, each department is expected to have a governance document that “includes information specific to the department that parallels the type of information in the college document” (§2.6.3), which includes “mission, governance domains, governance structure, and other policies and procedures” (§2.6.2). A Faculty Senate Task Force on Governance Documents has been charged with the ongoing review of department and college governance documents in order to ensure consistency of college and department documents with respect to areas such as, but not limited to shared governance, promotion and tenure processes, post tenure review and voting procedures.

So that departmental governance documents are consistent with expectations and policies delineated in the *Faculty Handbook*, the University Chairs Cabinet has developed the following checklist of items to be included in all university departmental governance documents. In some instances, the department may choose simply to reference university policies. References to the *Faculty Handbook* are included for required sections. Departments may choose to organize this information in a variety of ways, including its division into more than one document. To ensure this information is easily accessible departments must clearly label their document or group of documents as “Governance Document” and must make all documentation externally available via the department’s website.

Governance Document Guidelines:

- Mission Statement (§2.6.3)
- Department organization and administration (§2.6.3)
 - Operating procedures (§2.6.3), which may include, but are not limited to: standing committees; faculty meetings; policies on determining teaching assignments; professional development support; procedures for revisions to governance document/s; emergency procedures, etc.
- Voting eligibility and procedures (§2.6.3)
- Hiring Procedures (§3.1)
- Faculty Appointments (§3.1)
 - Tenure-eligible, tenured (§3.1)
 - Joint appointments (§3.1)
 - Non-tenure-eligible (§3.3.2.1), including visiting, courtesy appointments, collaborators, etc.
- PRS policy (§5.1.1.5) and PRS mediation (§5.1.1.5.1)
- Procedures for Performance Evaluation and Advancement
 - Annual review (§5.1.1.2)
 - Preliminary review of probationary faculty (§5.1.1.3)
 - Promotion and Tenure review (§5.2.4.2.1)
 - Post-Tenure Review (§5.3.5)
 - Non-tenure-eligible faculty review (§5.4)
- Evaluation of Department Chair (§5.1.2)

In accordance with the requirements of the *Faculty Handbook*, departments would be expected to engage in the evaluation of graduate assistants, undertake student outcome assessments, and promote citizenship and collegiality within departments.