

# Statement of Shared Governance Policy Identifier TBD President's Office

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Applies to: Trustees, Administration, Faculty

## **POLICY DATES (required)**

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Issued: May 6, 2016

Revised:

Edited:

Reviewed:

The purpose of shared governance is to facilitate the leadership of the University of Mount Union in carrying out the mission of preparing students for fulfilling lives, meaningful work and responsible citizenship. Shared governance at the University of Mount Union is a transparent, collaborative leadership and decision-making model, in which the Board of Trustees, Administration and Faculty share active roles. The principles of shared governance include mutual respect, open communication, professional behaviors and institutional perspectives. When conducted effectively, the University of Mount Union's shared governance process engages all stakeholders to meet institutional challenges, make and implement timely decisions and align priorities that support the University's mission, strategic direction and financial stability.

To cultivate open communication and collaborative engagement, responsibilities among the Board, Administration and Faculty shall be officially detailed in documents such as the Board By-Laws and the Faculty Handbook. The University of Mount Union's Institutional Decision Matrix<sup>1</sup> is an evolving document, which summarizes the responsibilities for collaborative leadership, allowing each of the three leadership groups of the University to understand their determinative, consultative or informational roles within University operations. The Decision Matrix facilitates discussion and engagement within and between leadership groups to allow responsive development of policies and procedures that are conducive to effective leadership and collaborative decision making. The Institutional Decision Matrix shall be reviewed and updated periodically by representation from the Board, Administration and Faculty (not less than every 5 years) to foster the continued effective shared governance of the University.

## **PROCEDURE**

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Issued: May 6, 2016

Revised:

Reviewed:

Please see the University of Mount Union Institutional Decision Matrix for processes and participation by faculty, vice presidents, president and trustees in the following decisions (click on name of process for more information):

[Academic administrative structure](#)

[Academic honesty and misconduct, additional sanctions](#)

[Academic honesty and misconduct, instructor's authority](#)

[Academic review of students \(probation, suspension, dismissal\)](#)

[Academic review of students Appeal of probation, suspension, dismissal](#)

[Administrative area goals](#)

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[Benefits - minor, adjustments](#)

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[Discontinuation of a major or minor, administration initiated](#)  
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[Faculty dismissal on appeal](#)  
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[Faculty termination based on Dismissal for adequate cause](#)  
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[Financial termination, financial exigency](#)  
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[Graduation requirements, defining good academic standing and progression](#)  
[Identification and election of prospective trustees](#)  
[Promotion and tenure](#)  
[Reduction/discontinuation of academic staff positions \(administrative and hourly\)](#)  
[Reduction/discontinuation of non-academic staff positions \(administrative and hourly\)](#)  
[Revision of faculty constitution](#)  
[Sabbaticals/Faculty professional development](#)  
[Strategic plan](#)  
[Student disciplinary issues -non-academic](#)  
[University mission/shared values](#)  
[University operational policies/Business processes](#)  
[University/Administrative budgets](#)

## **Responsibilities**

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**Board of Trustees:** By law, the Board of Trustees of the University of Mount Union holds ultimate responsibility for the vision, planning, and operation of the University. The Board is accountable to uphold the mission, guide the strategic direction, and participate in collaborative institutional planning. The Board also holds the fiduciary responsibility for the academic quality and fiscal integrity of the institution. The Board ensures that the policies and procedures of the University are both legal and ethical, and oversees the implementations of such policies. The Board delegates responsibility to the President and senior administrators to provide leadership and effectively manage University operations while providing the President and administration with support, clear expectations, and an evaluation system for success. The Board recognizes the Faculty's lead roles for curriculum, pedagogy, educational quality, academic freedom and faculty personnel matters.

**Administration:** The University of Mount Union is led by the President. As the chief executive officer of the University, appointed and evaluated by the Board of Trustees, the president exercises integral leadership, summoning and channeling the energies and talents of the University's people to achieve its mission and fostering effective communication and cooperation among the University's stakeholders. As the chief public representative of the University, the President interprets the University to external audiences while helping the University understand, and respond to, the needs of the region, nation, and world. The President and the University's senior administrators provide leadership, guidance, and expertise in service to the Board, faculty, administrators, staff, and students of the University, coordinating and leading operations of the University, including, but not limited to, the processes of accreditation, academic support, institutional support, student welfare and development, annual and strategic planning, enrollment management, institutional advancement, budget development and execution, personnel matters, and general operations and maintenance. The Administration is responsible for implementing the policies and procedures adopted by the Board of Trustees and, responsive to emerging needs, recommends policies for Board consideration.

**Faculty:** The Faculty at the University of Mount Union holds primary responsibility for all curricular matters at the University, including the course requirements, pedagogy, curricular assessment, research standards, degree requirements, and admission standards for students. Faculty shall have collaborative input with the Administration and may offer recommendations regarding student co-curricular and extra-curricular activities. The Faculty shall work with outside accreditation or licensure standards to ensure the quality of the academic programs. Faculty shall ensure the continued quality and improvement of the academic programs through means such as curricular and learning-outcome assessment. In addition, the Faculty is responsible for their self-governance for both curricular and faculty issues. Faculty shall establish and monitor the academic qualifications for instructional personnel, including primary recommendations for continuation, tenure and promotion. The Faculty collaborates with the Administration and Board in oversight of mission and vision, strategic planning, resource allocation, as well as general institutional effectiveness.

**Other Constituents:** While the official decision-making bodies of the University of Mount Union are the Board, Administration and Faculty, in order for the collaborative decision-making processes of shared governance to be effective, the participation of the students, staff and alumni of the University, in addition to the larger community, shall be included when appropriate. The overall philosophy will be to seek input from those who will be most impacted by the decision.

**Contacts (required)**

Position	Office	Telephone	E-mail/URL
VPAA	Academic Affairs	330-823-2690	<a href="mailto:dravesph@mountunion.edu">dravesph@mountunion.edu</a>

## UMU Institutional Decision Matrix

### Academic Administrative Structure

Faculty	VP or VPs	President	Board of Trustees
I	R	FR	A/D

Document: None.

With input from the faculty, the VPAA may recommend to the president changes in the University’s academic administrative structure. The president may recommend these changes to the Board of Trustees, who may approve, disapprove or return the recommendation to the president for revision.

### Academic honesty and misconduct additional sanctions

Faculty	Associate Academic Dean
I	M

On Appeal:

Faculty	Academic Policies Committee
I	M

Document: Catalogue section titled “Academic Honesty.”

Any instructor who suspects or has determined that a case of academic dishonesty has occurred will present the evidence to the department chair and then to the Associate Academic Dean, Curriculum and Student Academic Issues, in the Office of Academic Affairs, who may impose additional sanctions as deemed appropriate. A student who wishes to do so may appeal the decision of the instructor or the Associate Academic Dean by petition to the Academic Policies Committee.

### Academic honesty and misconduct, instructor’s authority

Faculty	VP or VPs	President	Board of Trustees
M			

Document: Catalogue section titled “Academic Honesty.”

An instructor who suspects or has determined that a case of academic dishonesty has occurred in her/his class may impose penalties in accordance with policies stated in the course syllabus. The faculty member must report the incident to the Office of Academic Affairs as outlined in the Catalogue.

### Academic Review of students (probation, suspension, dismissal)

Probation and Suspension Committee	M
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Upon Appeal

Appeals Committee	M
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If a reconsideration is requested

VPAA	M
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Document: Catalogue section titles “Academic Honesty.”

The Probation and Suspension Committee may suspend or dismiss a student or may allow a student to continue with or without conditions. A student may appeal a decision of the Probation and Suspension Committee to the Appeals Committee. A student may request that the VPAA reconsider an Appeals Committee decision if additional pertinent information becomes available.

I = Provides Input R = Recommends to next level M = Makes Decision

FR = Makes Final Recommendation A/D = Approves/Disapproves recommendation or may return for revision

**Administrative Area Goals**

Faculty	VP or VPs	President	Board of Trustees
	FR	A/D	

Document: None.

Considering the views of stakeholders and in furtherance of the strategic plan, the VPs develop and propose to the president annual goals for their administrative areas. The president approves or modifies these goals.

**Admission criteria, academic**

Faculty	VPAA	President	Board of Trustees
R	I	A/D	I

Document: Faculty constitution, Article II, Section 2, states that a function of the faculty is “To establish the standards and policies for admission, retention, and graduation of students, ...” Other roles not described.

With input from the VPAA and the president, the faculty develop a recommendation on academic admission criteria to the president for approval, disapproval, or revision.

**Benefits (policy change, budget impacts)**

Faculty	VP or VPs	President	Board of Trustees
I	R	FR	A/D

Document: None.

In consultation with faculty and administration, through the Benefits Committee, the vice presidents make recommendations to the president concerning employee benefits. The president may approve, disapprove, or revise the recommendations. Decisions on matters of consequence, in terms of policy change or budget impacts, will be recommended to the Board for final approval or disapproval. More routine matters will be decided by the VPs and the president, and are subject to review and approval/disapproval of the Board at the discretion of the Board.

**Brand Marketing Plan**

Faculty	VPM	President	Board of Trustees
I	I	I+FR	A/D

Document: Board of Trustees bylaws state the Enrollment and Marketing Committee provides oversight for development and implementation of marketing and enrollment strategies.

With input from the faculty and VPs, the vice president for marketing proposes a brand marketing plan which is finalized and approved by the VPs and the president, and recommended to the Board for approval or disapproval.

**Campus Master Plan**

Faculty	VPBA	President	Board of Trustees
I	I+R	I+FR	I+A/D

Document: Board of Trustees bylaws state that the Physical Plant Committee is responsible for the study and recommendation to the Board of the campus master plan.

The Board, acting through its Physical Plant Committee, will periodically charge the administration to convene a process to draft a proposed campus master plan for the university. Appropriate VP or VPs and the president will consult with faculty, administrators, Trustees, and others with relevant expertise to develop a proposed campus master plan. The president will review and approve the proposed plan and recommend it for approval by the Board of Trustees. . The Board may approve, disapprove, or, in a case where revision is needed, may return the recommendation to the president for revision.

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**Capital Campaign**

Faculty	VPUA	President	Board of Trustees
I	I+R	I+FR (with VPs)	I+A/D

Document: Board of Trustees bylaws state that the Development Committee shall be responsible for matters relating to procurement of financial resources to support the programs of the University. With input from faculty, administrators, and Trustees, and informed by the strategic plan and the campus master plan, the VPUA and the president propose capital campaign goals and objectives, strategies, timetables, etc. to the Board of Trustees (through the Development Committee). The Board may approve, disapprove, or direct revision and resubmission by the president and VPUA of capital campaign goals and plans.

**Capital Projects**

Faculty	VPBA	President	Board of Trustees
I	I	I+FR (with VPs)	I+A/D

Document: Board of Trustees bylaws state that the Physical Plant Committee shall evaluate plans for grounds and major equipment needs, evaluate use and allocation of space, and oversee authorized construction and improvement projects. With input from appropriate/impaired faculty, administrators, Trustees (Physical Plant Committee), and others with relevant expertise, the VPs and the president will propose capital projects. Proposed capital projects are reviewed by the Board of Trustees (through the Physical Plant Committee and with appropriate input from other committees of the Board). The Board may approve, disapprove, or direct revision and resubmission of project proposals.

**Changes to extant curriculum, significant changes**

Faculty	VPAA	President	Board of Trustees
FR	I	I	A/D

Document: Faculty constitution, Article II, Section 2 states that a function of the faculty is “To establish and review the curricula necessary to achieve the educational aims of the institution.” Board bylaws, Article I, states the Board shall “Approve the educational program” of the University. Roles and processes not specified. With input from the VPAA and the president, the faculty may recommend to the Board of Trustees significant changes to the curriculum, such as 1) elimination or significant changes to a degree, major, minor, and program, and 2) changes that have University-wide impact (e.g., integrative core/general education requirements). The Board of Trustees may approve or disapprove the recommendation, or may return the recommendation to the Faculty for revision.

**Changes to extant major or minor curriculum, changes of limited scope**

Faculty	VPAA	President	Board of Trustees
M	I		

Document: Faculty constitution, Article II, Section 2 states that a function of the faculty is “To establish and review the curricula necessary to achieve the educational aims of the institution. Board bylaws, Article I, states the Board shall “Approve the educational program” of the University. Roles and process not specified. With input from the VPAA , the faculty may approve minor changes to the University’s extant curriculum. Minor changes would include: 1) course modification, additions, or eliminations, 2) changes to existing majors, minors, or programs including changes in academic progression, 3) modification of the existing general education program including addition, modification, or elimination of courses, and 4) modification of general education program policies.

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FR = Makes Final Recommendation A/D = Approves/Disapproves recommendation or may return for revision

**Conferral of Faculty Emeritus Status**

Faculty	VP or VPs	President	Board of Trustees
R	I	FR	A/D

Document: Faculty Handbook A\*, Board of Trustees bylaws

The academic affairs office confirms eligibility of faculty for emeritus status upon notice of their intent to resign/retire and informs the chair of the Faculty Personnel Committee of eligible faculty members. The chair of the Faculty Personnel Committee will solicit a summary evaluation of an eligible faculty member from that faculty member’s primary department. The Faculty Personnel Committee considers this summary evaluation and other items/factors and makes a recommendation to the president. The president makes a recommendation to the Board for approval or disapproval.

**Conferral of Honorary Degrees**

Faculty	VP or VPs	President	Board of Trustees
R/FR	I	R/FR	A/D

Document: Board of Trustees bylaws state that the Board will approve all earned and honorary degrees as recommended by the faculty and the president.

With input from VPs and the president, the faculty approves or disapproves proposed honorary degree recipients. The president recommends faculty-approved proposed honorees to the Board of Trustees approval by the Board.

**Creation of curriculum for a new academic major/program**

Faculty	VP or VPs	President	Board of Trustees
M	I	I	

Document: Academic Policies Committee Policies/Procedures Handbook, Academic Catalogue, Faculty Constitution re: role and responsibility of faculty.

The faculty develop and approve the curriculum for a new academic program in consultation with the academic administration and the president.

**Creation of a new academic major/program**

Faculty and president in accord:

Faculty	VPAA	President	Board of Trustees
I+R	I	I+FR	A/D

Faculty and president not in accord:

Faculty	VP or VPs	President	Board of Trustees
I+FR	I+A/D	I+R	M

To create a new academic major/program, the faculty, with input from the VPAA, PC, and the president will prepare a feasibility study on the new program. The faculty will make a formal recommendation for or against the addition of the program to the president. If the president and the faculty agree on the recommendation, the president will make a formal recommendation for or against the new program to the Board of Trustees. This recommendation will also be communicated to the faculty. The Board of Trustees may approve or disapprove the recommendation, or return it to the president and the faculty for revision and resubmission. If the president does not agree with the faculty recommendation, either for addition of a new program or opposing addition of a new program, both the president’s and the faculty’s recommendations will be brought to the Board of Trustees for a decision.

I = Provides Input R = Recommends to next level M = Makes Decision

FR = Makes Final Recommendation A/D = Approves/Disapproves recommendation or may return for revision

**Declaration of Financial Exigency**

Faculty	VP or VPs	President	Board of Trustees
I	I	FR	M

Document: Faculty Handbook, F7c

The president may recommend to the Board that it declare financial exigency. The Board then decides.

**Determining and prioritizing additional academic staff positions (administrative or hourly)**

RAAB	VPAA	President	Board of Trustees
I	I+FR	A/D	

Document: None.

With input from RAAB, the VPs make a recommendation to the president concerning academic staff positions. The president may approve or disapprove the recommendation or return it to the vice presidents for revision. These decisions are not, per se, approved by the Board of Trustees, but the Board provides oversight regarding addition of new positions through its approval of the University’s budget.

**Determining and Prioritizing additional non-academic staff positions (administrative or hourly)**

EFAB PC rep.	VP or VPs	President	Board of Trustees
I	I+FR	A/D	

Document: None.

With input from the faculty representative to PC, the VPs make a recommendation to the president concerning non-academic staff positions. The president may approve or disapprove the recommendation or return it to the vice presidents for revision. These decisions are not, per se, approved by the Board of Trustees, but the Board provides oversight regarding addition of new positions through its approval of the University’s budget.

**Discontinuation of a major or minor, administration initiated**

Faculty	VP or VPs	President	Board of Trustees
R	I	R	A/D

Document: None.

A recommendation for discontinuation of a major or minor may also be initiated by the administration. In such an instance, the administration will forward the recommendation to the faculty for evaluation and response. If the faculty accept the recommendation of the administration it will be forwarded to the Board of Trustees. The Board may approve or disapprove the recommendation, or return it to the president for further modification and resubmission. If the faculty do not accept the recommendation of the administration, both the administration and the faculty will forward their respective recommendations, along with rationales for their recommendations, to the Board of Trustees. The Board will decide which recommendation to approve, or return the recommendations to the administration and the faculty for modification and resubmission.

**Discontinuation of a major or minor, faculty initiated**

Faculty	VPAA	President	Board of Trustees
FR	I	I	A/D

Document: None

A recommendation for discontinuation of a major or minor may be initiated by an academic department and approved by the faculty. Such a faculty-approved recommendation will be forwarded to the president for approval or disapproval. If approved by the president, the recommendation for discontinuation will be forwarded to the Board of Trustees. The Board may approve or disapprove the recommendation, or return it to the president for revision and resubmission.

**Endowment Management**

I = Provides Input R = Recommends to next level M = Makes Decision

FR = Makes Final Recommendation A/D = Approves/Disapproves recommendation or may return for revision

Faculty	VPBA	President	Board of Trustees
I	I+R	I+FR (with VPs)	I+A/D

Document: Board of Trustees bylaws authorize the Investment Committee to establish endowment investment objectives, monitor performance, etc.

With input from the vice president for business affairs and the president, the Board of Trustees (through the Investment Committee) makes management and policy decisions concerning the University's endowment.

**Faculty Continuation and Renewal.**

Faculty	VP or VPs	President	Board of Trustees
R	I	A/D	

Document: Faculty handbook, Sections A and F.

The Faculty Personnel Committee makes a recommendation with the input from the VPAA on each tenure track probationary and non-tenure track renewable faculty members. The recommendation goes to the President who then makes a decision on continuation. The redress and appeal process follows the general appeals procedure outlined in the faculty handbook where a faculty member may appeal to the Faculty Appeals Board.

**Faculty Professional Standards or Other Personnel issues**

Faculty	VP or VPs	President	Board of Trustees
R	I	A/D	

Document: Faculty handbook, Sections A and F.

Depending on the issue or professional standards violation, the Faculty Personnel Committee and/or the VPAA makes a recommendation to the President of the professional standards violation or personnel matter. In most cases, after exhaustive informal solutions have been explored with appropriate parties, the FPC will make a recommendation with proposed sanction to the President who then makes the final decision. Depending on the agreement between the FPC and the President, the faculty member has the opportunity to appeal the recommendation of the FPC through the Faculty Appeals Board.

**Faculty Termination based on Dismissal, for adequate cause**

FPC	VPAA	President	Board of Trustees
R	I	A/D	

**Faculty Dismissal on Appeal**

Faculty Appeals Board	President
R	A/D

Document: Faculty Handbook, Section F.

Adequate cause for dismissal of tenured faculty members is related to fitness of the faculty member in his or her professional capacity as a teacher. The faculty member, chair, VPAA work to resolve issues and the matter is referred to the FPC. FPC makes a recommendation to the President with input from VPAA and the President makes the decision. The FPC recommendation can be appealed through the Faculty Appeals Board. The president may accept or not accept the recommendation of the Faculty Appeals Board.

**Faculty Termination Based on Changing Need**

I = Provides Input R = Recommends to next level M = Makes Decision

FR = Makes Final Recommendation A/D = Approves/Disapproves recommendation or may return for revision

Faculty	VP or VPs	President	Board of Trustees (on Appeal)
R	R	A/D	M

Document: Faculty Handbook, F7d

Termination based on changing need shall be made only after review of staffing requirements and all the other factors involved, and after efforts have been made to attempt to correct the conditions which have led to prolonged (three or more years) low enrollment or other basic cause of the problem.

**Financial Termination, Financial Exigency**

Faculty	VP or VPs	President	Board of Trustees (On Appeal)
I	R	M	M

Document: Faculty Handbook, F7c

Upon recommendation from the president and after determination of financial exigency by the Board, an appointed faculty member can be terminated before the end of a specific term. Procedures follow those described for termination based on changing need and notification of the faculty member is outlined in the Faculty Handbook, Section A6. Financial exigency is considered as the University as a whole or insufficient enrollment in a program or department to warrant staffing at a certain level.

**General admission criteria, non-academic**

Faculty	VPEM	President	Board of Trustees
I	I+FR	A/D	

Document: None

With input from the faculty, the VPs develop a recommendation to the president for approval, disapproval, or revision.

**Graduate requirements, defining good academic standing and progression**

Faculty	VP or VPs	President	Board of Trustees
R	I	I	A/D

Document: Faculty constitution, Article II, Section 2, states that a function of the faculty is “To establish the standards and policies for admission, retention, and graduation of students, ...”

Board bylaws, Article I, Section 2, state the Board shall “Approve all earned and honorary degrees as recommended by the faculty and the president.”

With input from the VPAA and the president, the faculty recommend academic standards for graduation, good academic standing, and progression/continuation of students to the Board of Trustees. The Board may approve or disapprove the faculty’s recommendation or return it to the faculty for revision.

**Identification and Election of Prospective Trustees**

Faculty	VPUA	President	Board of Trustees
	I	I	M

Document: Board of Trustees bylaws state that the Committee on Trusteeship and Governance shall recommend candidates for election or reelection to the Board, Board elects.

With input from the vice president for university advancement, the president, and members of the Board of Trustees, the Committee on Trusteeship and Governance identifies and nominates prospective new members of the Board of Trustees. At its annual (spring) meeting the Board of Trustees elects new members of the Board.

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**Promotion and Tenure**

Faculty	VPAA	President	Board of Trustees
R	I	FR	A/D

Document: Department chair’s role described in faculty handbook. FPC’s role described in faculty constitution and faculty handbook. Roles of VPAA and president are outlined in the faculty handbook, Section F2. Board of Trustees bylaws authorize the Academic Affairs Committee to recommend faculty to the board for promotion, tenure, and sabbatical leave.

With input from the VPAA, the Faculty Committee makes recommendations to the Board. The Board may approve or disapprove each recommendation.

**Reduction/discontinuation of academic staff positions (administrative or hourly)**

RAAB	VPAA, VPBA	President	Board of Trustees
I	FR	M	

Document: None.

With input from RAAB, the VP for Academic Affairs, and the VP for Business Affairs, the VPs and the president make decisions regarding reduction/discontinuation of academic staff positions.

**Reduction/discontinuation of non-academic staff positions (administrative or hourly)**

EFAB PC Rep	VPBA	President	Board of Trustees
I	R	A/D	

Document: None.

With input from EFAB, the VPs and president make decisions regarding reduction/discontinuation of non-academic staff positions.

**Revision of faculty constitution**

Faculty	VP or VPs	President	Board of Trustees
FR			A/D

Document: Faculty Constitution, Article IX

The faculty constitution may be amended by a vote of 2/3 of voting active members of the faculty. Proposed amendments must be circulated in writing not less than two weeks prior to the faculty votes. Approval by the Board of Trustees is necessary for the adoption of any amendment.

**Sabbaticals/Faculty professional development**

Faculty	VPAA	President	Board of Trustees
R	I+R	FR	A/D

Document: Roles of Faculty Development Committee and VPAA in sabbatical process are described in faculty constitution and faculty handbook. Role of president not described. Board of Trustees bylaws authorize the Academic Affairs Committee to recommend faculty to the Board for sabbatical leave. With input from the VPAA, the Faculty Development Committee recommends to the VPAA faculty members for sabbatical. The VPAA recommends sabbatical candidates to the president. The president may approve or disapprove specific recommendations. Recommendations approved by the president will be forwarded to the Board, which may approve or disapprove each recommendation.

I = Provides Input R = Recommends to next level M = Makes Decision

FR = Makes Final Recommendation A/D = Approves/Disapproves recommendation or may return for revision

**Strategic Plan**

Faculty	VP or VPs	President	Board of Trustees
I+R	I	I+FR	I+AD

Document: Board of Trustees bylaws authorize the Board to approve and adopt the strategic plan.

The Board will periodically charge the president to convene a broadly consultative process to draft a proposed strategic plan for the University. Per the charge from the Board to president, the process will involve all key college stakeholders – faculty, administration, Trustees, students, and others – in research and discussion that will ultimately permit a committee of faculty, administrators, Trustees, and students to draft a proposed strategic plan which will be reviewed and approved by the faculty and recommended to the Board by the president. The Board may approve, disapprove, or, in a case where revision is needed, may return the recommendation to the president for revision

**Student Disciplinary Issues** (non-academic)

Faculty	VPSA	President	Board of Trustees
I	M		

Document: Processes described in student handbook.

With input from faculty, students, and administrators, the vice president for student affairs makes final decisions on student disciplinary issues.

**University Mission/Shared Values**

Faculty	VP or VPs	President	Board of Trustees
I+R	I	I+FR	I+A/D

Document: Board of Trustees bylaws authorize the Board to create and clarify the university’s mission. The Board will periodically charge the president to convene a broadly consultative process to review, revise, and clearly express the University’s mission. Per the charge from the Board to the president, the process will involve all key college stakeholders – faculty, administration, Trustees, students, and others – through a committee that will report to the president concerning needed changes (if any) to the university’s mission statement. The report’s recommendations will be forwarded to the Board of Trustees by the president. The Board may approve, disapprove, or, in a case where revision is needed, may return the recommendation to the president and the mission review committee for revision.

**University Operational Policies/Business Processes**

Faculty	VP or VPs	President	Board of Trustees
I	FR	A/D	I

In certain cases, particularly where they are compliance implications, Board approval of proposed policies would be required:

Faculty	VP or VPs	President	Board of Trustees
I	R	FR	A/D

Document: None.

Considering views of stakeholders, the VPs and the president create and implement operating policies and processes. In certain cases, Board approval is required.

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FR = Makes Final Recommendation A/D = Approves/Disapproves recommendation or may return for revision

### University/Administrative Budgets

RAAB	VPBA	President	Board of Trustees
I	I	I+FR	I+A/D

Document: Board of Trustees bylaws authorize the Finance Committee to oversee preparation and monitoring of the university's budget.

With input from RAAB and Trustees, the vice presidents and the president develop a budget to recommend to the Board of Trustees (through the Finance Committee). The Board may approve, disapprove, or direct changes in the proposed budget.

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### **History (required)**

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

Revised:

Reviewed:

*Template updated 00/00/0000*