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Constitution, By-Laws and University manual Committee Recommendation for a New Appendix to the University Manual

University of Rhode Island Faculty Senate

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UNIVERSITY OF RHODE ISLAND
Kingston, Rhode IslandFACULTY SENATE
BILLAdopted by the Faculty Senate

TO: President Frank Newman

FROM: Chairperson of the Faculty Senate

1. The attached BILL, titled Constitution, By-Laws and University Manual Committee Recommendation for a New Appendix to the University Manual

is forwarded for your consideration.

2. The original and two copies for your use are included.
3. This BILL was adopted by vote of the Faculty Senate on May 15, 1980 (date).
4. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Regents, completing the appropriate endorsement below.
5. In accordance with Section 8, paragraph 2 of the Senate's By-Laws, this bill will become effective on June 5, 1980 (date), three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Regents for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Regents, it will not become effective until approved by the Board.

May 16, 1980

(date)

Alvin K. Swonger
Chairperson of the Faculty Senate-----
ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

1. Returned.
2. a. Approved ✓.
- b. Approved subject to final approval by Board of Regents _____.
- c. Disapproved _____.

5/28/80
(date)
President

UNIVERSITY OF RHODE ISLAND
Kingston, Rhode Island

FACULTY SENATE

On May 15, 1980, the Faculty Senate adopted the following recommendation of the Constitution, By-Laws and University Manual Committee in its Report #1979-80-3:

That "Establishing University Policy" be approved for inclusion as the first policy statement in a new Appendix to the University Manual.



University of Rhode Island, Kingston, R.I. 02881
Office of Personnel and Union Relations

UNIVERSITY POLICY

ESTABLISHING ADMINISTRATIVE POLICY

ORIGINATOR: Business and Finance

DATE: April, 1980

POLICY #

ESTABLISHING ADMINISTRATIVE POLICY

PURPOSE:

To create a uniform procedure for the formulation and adoption of University administrative policies and procedures that allow for wide consultation and a reasonably rapid approval process. It is not the intent to include internal departmental policies under this statement, but only those having a major impact on more than one department.

APPLICABLE TO:

All Vice Presidents and division and department heads issuing University administrative policies to faculty or staff relevant to the administration of their area of responsibility.

RESPONSIBILITY:

1. The department proposing the administrative policy is responsible for preparing the initial policy statement, consulting with appropriate individuals and groups, revising drafts as required, and preparing the final document when approved. The department will review and update these policies on a continuing basis.
2. The President and the President's staff and, where applicable, the Faculty Senate and the Board of Regents are responsible for the final approval of the policy statements.

POLICY:

Administrative policies are a written reflection of the University's principles and accepted practices. Policy statements are designed to be working guides for managers and supervisors in the day-to-day management of their function.

UNIVERSITY POLICY: ESTABLISHING ADMINISTRATIVE POLICY Page 2

They also provide our employees with a reliable and easily accessible source of information to learn about policies and procedures.

A procedure for developing and approving new policies and revisions to existing policies has been established in order to insure sufficient consultation at the time of policy development and to maintain a standard mechanism for approval of University administrative policy that assures all necessary parties have been consulted as part of the approval process prior to implementation.

PROCEDURE:

The department proposing the policy first submits the policy draft to the dean of the college or department director who will then submit it to the appropriate Vice President.

After discussion and revisions, the Vice President will submit the policy to the Faculty Senate Executive Committee. The Faculty Senate Executive Committee will review the policy and then submit it with the policy statement to the President's staff within ten (10) days of receipt. During the summer the Faculty Senate Executive Committee will review the policy at its next meeting after receipt of the policy and then submit it with the policy statement to the President's staff.

Once approved by the President's staff the policy becomes final unless the policy falls within the jurisdiction of either the Faculty Senate or the Board of Regents. The policy statement will be forwarded to them, if appropriate, in the form of a recommendation. After receiving suggestions and proposed modifications by either of the groups, the President's staff will adopt or revise the policy and resubmit it as required.

After being adopted as University administrative policy, the President shall forward the document to the Faculty Senate for inclusion in the University Manual. Initial distribution of the policy will be the responsibility of the Vice President for Business and Finance. New policies and modified policies will be included in the University Manual as new editions are published.

CONTENTS OF POLICY STATEMENTS:

Each policy statement should include at least the following five considerations:

1. Purpose: The reason why the policy is necessary should be included and should clearly explain the intent of the policy statement.
2. Applicable to: While some policies apply to all employees, others may not. It is, therefore, important to define those employees to whom the policy specifically applies.
3. Responsibility: Those who have primary responsibility for administration of the policy will be indicated by title (individual names should not be included).

4. Policy: Policies should have as many separate headings as necessary to clearly present a complete description. Include any procedural matters which are necessary to carry out the policy.
5. Forms: Attach any forms that are necessary for the implementation of the policy.

FORMS: SIGNATURE FORM FOR ESTABLISHING ADMINISTRATIVE POLICY

ESTABLISHING ADMINISTRATIVE POLICY

1. Originator/Department _____ Date _____
2. Dean or Director _____ Date _____
3. Vice President _____ Date _____
4. This does/does not require action by the Faculty Senate.
Faculty Senate Executive Committee _____ Date _____
5. Faculty Senate (if applicable) _____ Date _____
6. President _____ Date _____
7. Board of Regents (if applicable) _____ Date _____

UNIVERSITY OF RHODE ISLAND
FACULTY SENATE
ACADEMIC STANDARDS AND CALENDAR COMMITTEE
REPORT # 79-80-6

BACKGROUND:

Chapter 8 of the University Manual is badly in need of reorganization. Paragraphs which deal with related topics are often widely separated and there is no clear division of paragraphs within Chapter 8 into categories. The disarray of Chapter 8 has created special problems for the Registrar and the Registrar's Advisory Committee (composed of Assistant Deans of the various Colleges) who often must deal with the regulations contained in Chapter 8. They have come up with a reorganization plan which could be implemented by passage of the recommendation below.

RECOMMENDATION:

The Academic Standards and Calendar committee recommends:
that the Registrar be given the editorial authority to introduce a series of subheadings within Chapter 8 of the University Manual and to rearrange and renumber the paragraphs of Chapter 8 in order to bring them into accord with the subheadings.

J. Demitroff (Ex-officio)
A. Gaines
L. Gemma (Std.)
J. Kowalski (Chairman)
D. McGuire (Std.)
D. May
J. Morello
P. Moretti (Grad. Std.)
G. Osborne
J. Sheehan