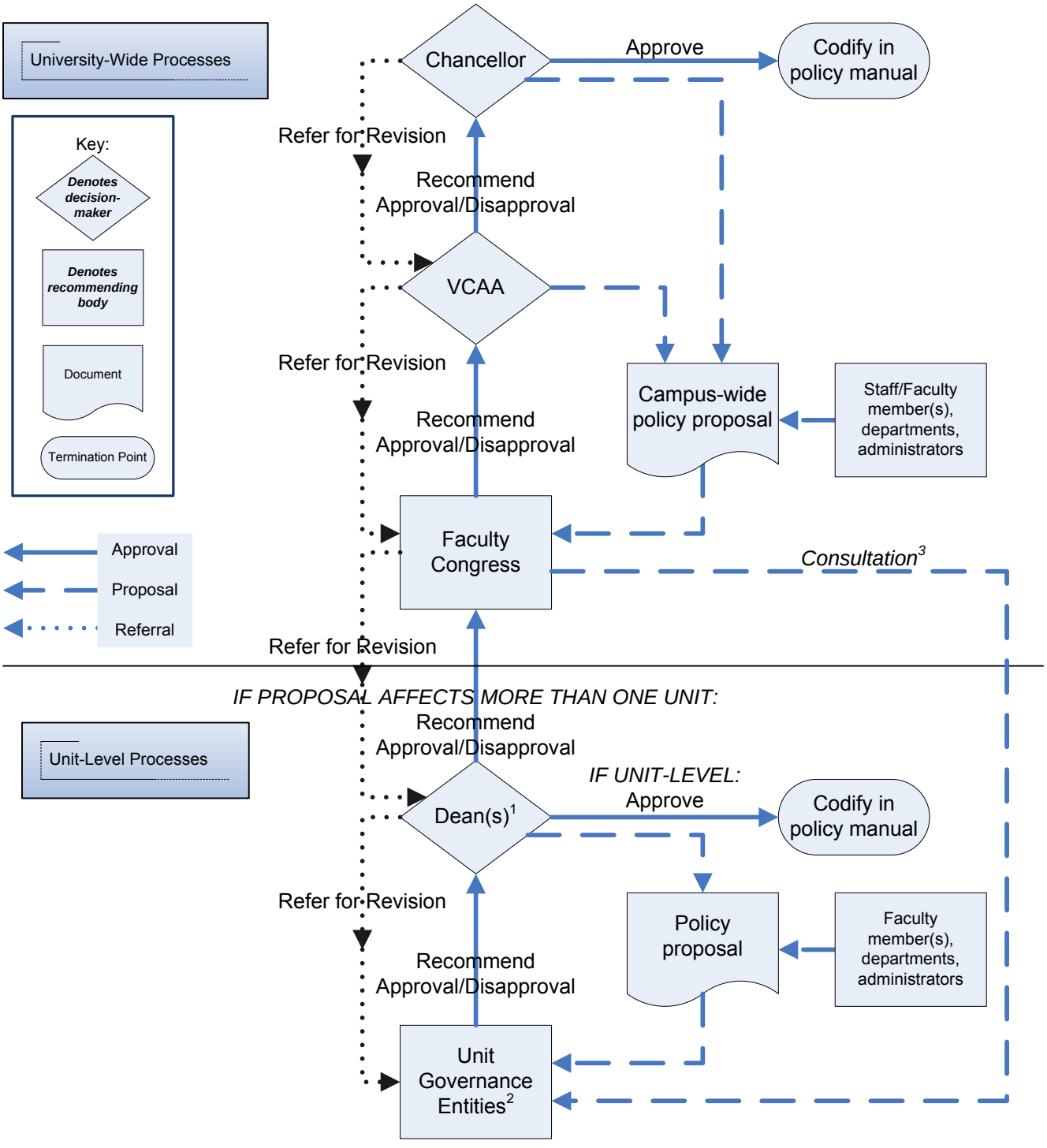
University of Hawaii at Hilo
Academic Policy Proposal and Modification Process



Policy proposals may be made from any organizational level. Consultation with affected and/ or expert campus constituencies is strongly encouraged at each level of review.

Note: Process will be reviewed & revised prior to 12/31/2010 by a shared governance entity appointed by the UH Hilo Chancellor

Revised on: 4/24/2009

Notes to the Policy Proposal Flow Chart

This process is intended to govern the proposal and approval of new or modified academic policies.

Academic policy proposals may originate at any level of the campus community. In all cases they will be submitted to the Faculty Congress or to an appropriate unit governance entity.

When the need is apparent, or when directed to do so by decision-making authorities, persons proposing new or amended policies are responsible for seeking consultation with appropriate university staff members, to ensure compliance with law, government and system policies, and other regulations. Proposals may be returned for further consultation at any point in the process.

Certification of consultation must be provided by the consulted staff member or members and forwarded with the proposal.

1. For the purposes of this document, the word "Unit" in the phrase "Unit Governance Entities" includes, but is not limited to, the Colleges, the Library, and the Graduate Council.

2. For the purposes of this document, *Dean(s)* includes Deans, the director of the Graduate Council, the Director of the Library, and the Director of Ka Haka ʻUla O Keʻelikōlani, the College of Hawaiian Language.

3. Unit governance entities and their Deans will be given the opportunity to respond.

The University administration is responsible for

- Establishing reasonable timelines for the phases of the procedures
- Developing new forms consistent with the new procedures
- Arranging for a system to track policy proposals as they move through the phases, and arranging for training of users.
- Specifying procedures to notify submitters, reviewers, and other appropriate recipients of the progress and final status of proposals, using a combination of web-posting, email and hardcopy distribution
- Codifying long-standing policies and procedures and posting them on the new Policies webpage