# Academic Policy Proposal & Modification Process

**University-Wide Processes**

**Key**

- Decision maker
- Recommend-ing body
- Document
- Termination point
- Approval
- Proposal
- Referral

**Chancellor**
- Disapprove → **Proposal Archived. Reason provided**
- Approve → **Codify in policy manual**
- Refer for Revision → **VCAA** [6]

**VCAA** [6]
- Recommend Approval / Disapproval → **Chancellor**
- Refer for Revision [5] → **Faculty Congress** [3,4,6] / **Academic Policy Committee**
- Recommend Approval/Disapproval [7] ← **Graduate Council** [3,4,6]
- Refer for Revision [5] → **Graduate Council** [3,4,6]

**Faculty Congress** [3,4,6] / **Academic Policy Committee**
- Recommend Approval/Disapproval → **VCAA** [6]
- Refer for Review [8] → **Graduate Council** [3,4,6]
- Refer for Revision → **Graduate Council** [3,4,6]
- Refer for Revision → **Unit Governance Entities** [2]

**Graduate Council** [3,4,6]
- Refer for Review [8] ← **Faculty Congress** [3,4,6] / **Academic Policy Committee**
- Refer for Revision ← **Faculty Congress** [3,4,6] / **Academic Policy Committee**

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**Unit Level Processes**

**IF PROPOSAL AFFECTS MORE THAN ONE UNIT**
Recommended Approval / Dissaproval

**Dean** [1]
- Disapprove → **Proposal Archived. Reason provided**
- *IF UNIT-LEVEL Only* Approve → **Codify in policy manual**
- Refer for Revision → **Unit Governance Entities** [2]

**Unit Governance Entities** [2]
- Recommend Approval → **Dean** [1]
- Refer for Revision → **Proposal Originator Faculty member(s) Deans, Faculty Congress VCAA, Chancellor**

**Proposal Originator Faculty member(s) Deans, Faculty Congress VCAA, Chancellor**
- → **Undergraduate proposals ***
- → **Graduate / proposals ***

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1. Dean(s) includes Deans, the director of the Graduate Council, the Director of the Library, and the Director of Ka Haka 'Ula O Ke'elikōlani, the College of Hawaiian Language.

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

3. Representatives of Faculty Congress and Graduate Council are responsible for seeking consultation with appropriate Faculty and Staff members within their respective units on the potential implications of new or amended policies. Faculty Congress will appoint a member as "liaison to Graduate Council" to communicate between the two representative bodies.

4. Referrals for proposal revision from Faculty Congress and Graduate Council are sent to proposal originator.

5. Referrals for proposal revision from the VCAA may be sent to either Faculty Congress or Graduate Council, depending on the scope and potential implications of the proposed policy.

6. There is a time-limit between receiving and voting/deciding on a proposal. For Faculty Congress, the time-limit is two months. For Graduate Council and VCAA this is one month. If time-limit is not met, the proposal shall automatically be advanced to the next recipient without recommendation.

7. Approved Graduate Policy proposals that are deemed to affect only graduate level affairs will be submitted by the Graduate Council to the Faculty Congress for review. If Faculty Congress is in agreement that the policy does not need consideration by faculty or academic units, the Faculty Congress chair will inform the Graduate Council Chair in writing that the proposal should be submitted to the VCAA for review. If the Faculty Congress determines that a proposed graduate policy proposal should be forwarded to all academic units for review, that Faculty Congress chair will notify the Graduate Council Chair and refer to the Academic Policy Committee for review and action.

8. Approved graduate policy proposals that are deemed to affect the university or academic units, other than graduate level affairs, will be submitted by the Graduate Council Chair to Faculty Congress. Faculty Congress will provide feedback on the proposed policy within two regular meetings (usually two months).