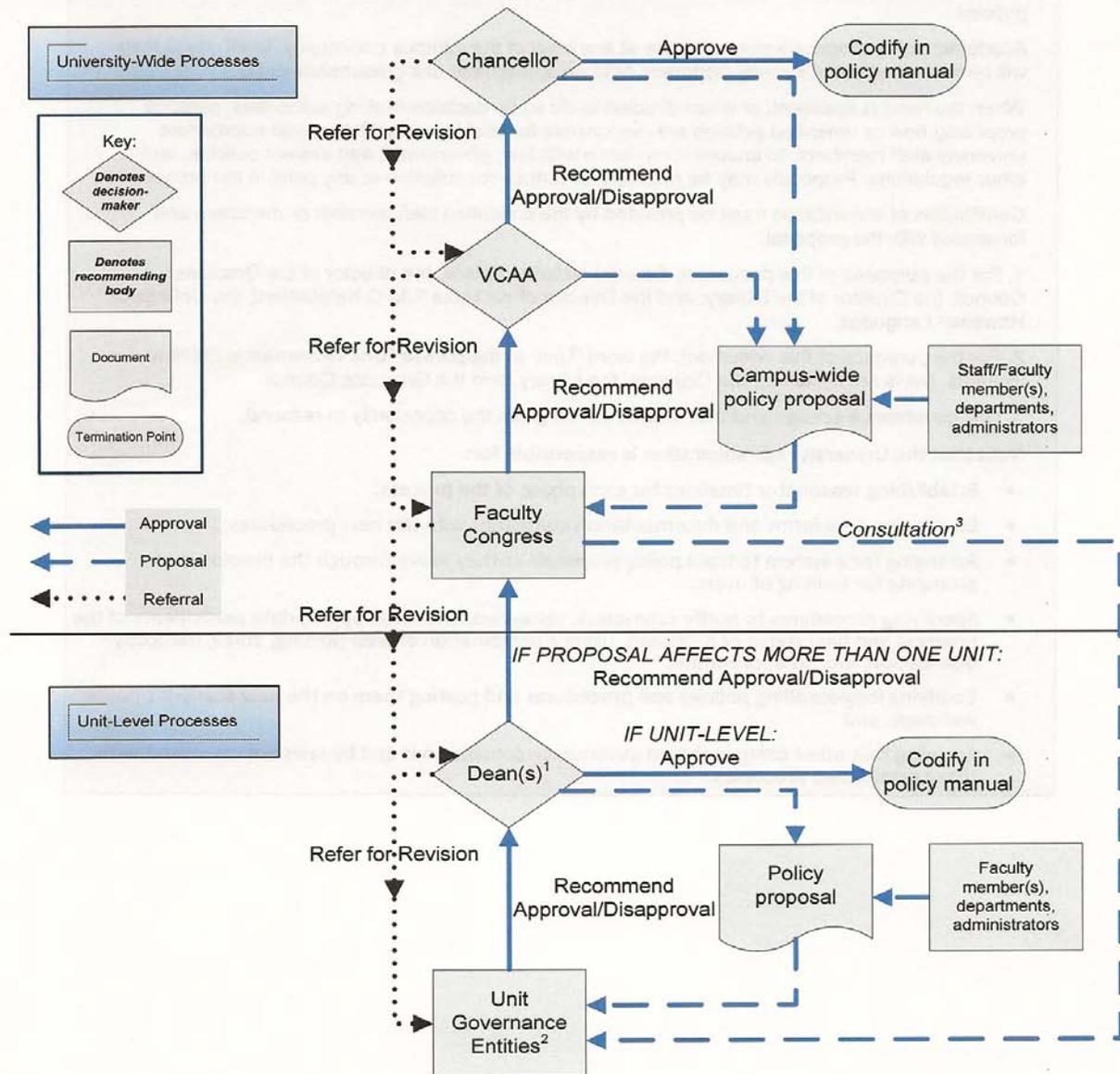




University of Hawaii at Hilo Academic Policy Proposal & Modification Process



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 and revised prior to 12/31/2010 by Faculty Congress.

Notes to the Academic 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, 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, the Library, and the Graduate Council.
3. Unit governance entities and their Deans will be given the opportunity to respond.

Note that the University administration is responsible for:

- Establishing reasonable timelines for each phase of the process;
- Developing new forms and documentation consistent with the new procedures;
- Arranging for a system to track policy proposals as they move through the process, and arranging for training of users;
- Specifying procedures to notify submitters, reviewers, and other appropriate participants of the progress and final status of proposals, using a combination of web-posting, email, hardcopy distribution, etc., as appropriate;
- Codifying long-standing policies and procedures and posting them on the new academic policies webpage; and
- Ensuring that other campus shared governance constitutions and by-laws are consistent with these established processes.