



Developed 9/1/1997,
12AM EST
Last N/A
Approved
Effective N/A
Next Review N/A

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VP Academic
Affairs
Policy Area Division of
Academics

Communication - Division of Academics

Purpose

Communication in the Division of Academics is intended to ensure the accuracy of information is disseminated to the University community. This discussion of programmatic needs, evaluating progress toward strategic initiatives, planning for budget and operations and all other issues related to accreditation, planning and management of the Division.

Policy

Faculty and staff in the Division of Academics meet with their Academic Dean, at dates and times established by the Deans, as well as monthly with the Vice-President for Academics. Faculty Senate meetings will occur throughout the academic year. Faculty Orientation will be held before the beginning of fall and spring semesters. These meetings are a way of disseminating information to faculty and staff and for promoting communication that is collegial and civil and which reflects the institutional value of communication. These meetings provide general information to the University community about program changes, budget, assessment, retention, and other academic issues of importance.

Scope and Definitions

Applies to faculty and staff in the Division of Academics.

The Division of Academics includes areas under the purview of the Vice President of Academics.

The University community includes public, faculty, staff, administrators, students and Regents.

Procedure

Meeting times will be identified by the Academic Deans, Vice President for Academics or the appropriate Faculty Senate Executive Committee for meeting times and locations. Minutes are required for all

meetings.

Sanctions and Notifications

Failure to regularly schedule or attend departmental and division meetings reduces effectiveness of the Division of Academics and affects the accuracy of communication within the Division and University and will be addressed as appropriate.

Appeals and Deadlines

Departmental meeting dates should be set at the start of each academic year. A schedule must also be submitted to the respective Deand and the Vice President of Academics.

Recordkeeping Authority and Designation

Meeting minutes should be recorded and kept by a designated attendee of the meeting.

Vetting Process and Final Approval

- A. Faculty Senate - Academic Standards Committee
- B. Vice-President for Academics and Academic Deans
- C. President's Executive Council
- D. President

DRAFT

Approval Signatures

Step Description

Approver

Date