

## Appendix C: Draft working document for Best Practices in Shared Governance

### FIRST DRAFT of BEST PRACTICES IN SHARED GOVERNANCE DOCUMENT (draft 8/11/15)

[NC STATE REG01.25.05: Procedure for Formatting, Adopting, and Publishing Policies, Regulations, and Rules](#) describes authority for formulating and adopting policies (Board of Trustees), regulations (Chancellor or Vice Chancellor), and rules (an academic or administrative unit) based on authority delegated by the General Assembly, Board of Governors, Board of Trustees, President or Chancellor.

Recent Chancellors and Provosts have generally followed a consultative process for academic or other policies and regulations which impact faculty and students; this process provides opportunity for review and response by the Council of Deans, department heads/chairs, and the Faculty Senate.

This document represents the consensus of the Chancellor, Provost and Chair of the Faculty on a process of review and consultation which recognizes the areas of university governance and policies for which the faculty, as represented by the Senate, has specific responsibility (for example, academic programs) or expects significant consultation (for example, faculty hiring, tenure, promotion and review or academic and other policies and regulations impacting students) or for which the Provost or other executive officers believe faculty review and response is important.

The Senate encourages the Chancellor and Provost to request that other Executive Officers use a similar process when considering new or revised policies and regulations that fall within the spheres of interest and responsibility of the faculty.

- 1) The Provost, other Executive Officers and staff members representing them should inform the Chair of the Faculty early in each academic year about policies and regulations they expect to create or revise during that year.
- 2) When appropriate, the Chancellor or Provost should request that representatives of the Senate participate in the drafting or revision of policies and regulations under consideration. The Chair of the Faculty may assign a standing committee of the Senate whose charge is relevant to work with the Provost or his staff members on the drafting or revision process.  
In some cases, Senate representatives on standing university committees or appointed committees and task forces may provide input into the drafting or revision processes.
- 3) Drafts of new or revised policies and regulations should be provided to the Senate through the Chair of the Faculty with a sufficient but reasonable timeline for discussion. The Chair may assign responsibility for review and comment to a standing committee of the Senate.
- 4) Drafts of new or revised policies and regulations sent to the Chair should include a cover sheet (as described in the PRR Template to which REG01.25.05 refers) including a rationale and a list of the campus administrators, offices or governance bodies to which the drafts have been or will be sent for review, approval, or information.

5) Senate committees may discuss their review with the Provost, other Executive Offices or members of their staff. Formal reviews by Senate committees of a draft or revision should be sent to the Chair of the

Faculty who will share them with the Provost and/or the Senate. The Chair may request discussion or a vote by the Senate as a whole, depending on the authority of the Senate or the desire of the Chair to obtain comment on a policy or regulation.

6) After discussion and review by a Senate committee or the Senate as a whole, the Provost or other Executive Officer should inform the Senate of the decision to approve a revision or new policy or regulation which they have reviewed. This information may also be provided to the Senate for policies and regulations that do not fall under their responsibility for review if they are likely to be of interest to faculty.

7) If the Chair of the Faculty, the Senate, or other faculty believe that they have not been consulted on actions that affect faculty or their areas of responsibility or interest, the Chair will ask the Provost or Executive Officer to explain why the Senate was not included in the review process.