

There are three ways that a department may structure its governance:

- Budget Council
- Executive Committee
- Extended Budget Council

Please see the University policy on [Budget Councils](#) for a description of each and procedures for modifications to governance structure.

*Governance must be reviewed and a vote taken on the resulting recommendation, whether to continue with the current mode of governance or to enact a new governance system, at least every three years.*

### **Timeline**

- Fall (Year 3) Dean's office sends out reminders to departments whose governance structure will be up for review and renewal on August 31 of the following year.
- Spring (Year 3) Department's tenured faculty vote to continue or recommend change to departmental governance structure.
- Spring (Year 3) Department chair submits requests to dean for renewal of governance structure.
- Spring (Year 3) Dean submits department's governance plan to the president for approval.
- Summer (Year 3) Dean communicates approval or requested changes to governance to department.

### **Recommendation to Dean**

A department's recommendation to the dean should answer the following:

1. What is the department's current form of governance?
2. What is the department's proposed form of governance?
3. On what date was the governance vote conducted?
4. What is the composition of the proposed governing body's membership; i.e. number of full professors, number of associate professors, and number of assistant professors, as appropriate?

### **Voting Status**

A faculty member shall have voting status in a department on departmental matters if he or she holds a full-time appointment in the department in the rank of Professor, Visiting Professor, Associate Professor, Visiting Associate Professor, Assistant Professor, instructor, Senior Lecturer, or Lecturer. The release for research, career development, and endowed chair, or other such activities will not jeopardize the voting status. In addition, a voting member may be one who has a joint appointment in two or more departments that totals a full-time appointment at the University, and holds any of the ranks previously mentioned. However, voting status within a department's governing body is inclusive to those serving on that committee or council only.



**Department Policies:**

In addition to the statement on the form of governance, the department governance document should include the following departmental policies:

Promotion & Tenure

Annual and Comprehensive Periodic Review of Faculty

Merit Raises

Faculty Recruiting

Faculty Retention

Faculty Mentoring

Diversity and Gender Equity

The role of Non-Tenure Track Faculty in the governance

