

# ADOPTED BY THE BOARD OF TRUSTEES - OCTOBER 2025

## SCHEDULE A: FACULTY TENURE POLICY

### Promotion and Tenure

#### Policy Number 2120

#### 2xxx Policy Statement

These policies and procedures apply to all faculty who hold faculty appointments eligible for promotion and tenure.

Promotions to the ranks of Associate Professor and Professor in the Boonshoft School of Medicine are not governed by this policy except in limited cases for the section on “University Review.” Policies, procedures, and criteria for these promotions are set forth in the Bylaws of the Boonshoft School of Medicine.

Promotion and tenure are milestones in the continual process of faculty development. Faculty have the shared responsibility to help in the development of their colleagues, and faculty promotion and tenure are critical for the proper functioning of the University.

#### 2xxx Definitions

**Promotion** is the advancement in professorial rank according to applicable criteria for each rank. The following promotions may be approved under this policy:

- Assistant Professor to Associate Professor
- Associate Professor to Professor

This policy does not apply to faculty members whose rank has any additional modifier, such as adjunct, clinical, research, or visiting.

**Tenure** is a commitment by the University to provide continuous employment to faculty members. This appointment can be terminated only by resignation, retirement, removal for cause, or retrenchment. Faculty in the School of Medicine are not eligible for tenure. In all other colleges, only Faculty hired into tenure track positions in one of the following ranks may be awarded tenure:

- Assistant Professor
- Associate Professor
- Professor

Faculty members appointed to any other rank (including ranks with an additional modifier, such as adjunct, clinical, research, or visiting) may not be considered for tenure.

**The Promotion and Tenure Portfolio** is the information that the candidate seeking promotion and/or tenure submits to the department promotion and tenure committee summarizing his or her case for promotion and/or tenure. It consists of the following items:

1. the candidate review statement
2. applicable department promotion and tenure criteria (from bylaws)
3. written notification from the Dean of any approved extensions to the probationary period
4. reports on peer evaluation of teaching
5. annual statements indicating the candidate's progress toward tenure received during the probationary period
6. evidence of teaching effectiveness, including a record of all quantitative student evaluations of teaching
7. the candidate's curriculum vitae, which includes a description of the candidate's teaching, scholarship, and service, in the approved format (See Appendix A)
8. A list of all publications and other relevant materials that will not progress beyond the College

Along with the Promotion and Tenure Document, the Member must submit to the Department Chair complete copies of all publications (paper or electronic, including books, book chapters, journal articles, and the like) listed in the curriculum vitae (CV), whether already published, in press, or under review.

**The Promotion and Tenure File** consists of the Promotion and Tenure Document and the following items that are added during the review process.

1. letters of evaluation by external or internal reviewers, copies of letters soliciting the reviews and brief statements of the reviewers' qualifications. At least three letters of evaluation from peers external to the University who can review the case in an unbiased manner (no co-authors, thesis advisors, or other persons who might have a conflict of interest) must be solicited for all promotion and/or tenure decisions. All letters received from external reviewers shall be included in the file. The external evaluators should be experts in the field of the candidate, and, if they are faculty members at academic institutions, they should hold at least the rank to which the candidate aspires. These letters should evaluate the candidate's scholarly activities. They should not be testimonial in character, and they should not relate to promotion and tenure at the writers' institutions.
2. the Department Committee's vote and recommendation
3. the vote and recommendation of the Department Chair
4. the College Committee's vote and recommendation
5. the vote and recommendation of the College Dean
6. the vote and recommendation of the University Promotion and Tenure Committee
7. the vote and recommendation of the University Provost

Promotion and Tenure Committees are composed of faculty with professorial rank who review promotion and tenure cases at the department, college, and university level and make recommendations to the next higher level.

## **2xxx Criteria for Promotion and Tenure**

Criteria for promotion and tenure of faculty with tenure-line appointments shall be consistent with expectations set forth for faculty in the applicable department bylaws. A record of effective teaching must be established, even though the amount of recent teaching may be limited. A record of effective service must be established, and effective completion of administrative responsibilities may be substituted for service work expected of non-administrative faculty. A record of scholarship must be established with numbers and quality of publications, grants, and other appropriate outputs consistent with bylaws criteria. Unless otherwise specified, publications must be scholarly, peer reviewed, and in legitimate journals or books; grants must be external and competitive. "Vanity press" books and articles published in "predatory" journals may not be used to satisfy requirements for tenure or promotion. For Tenure-eligible faculty, there shall be no promotion to Associate Professor without tenure.

## **2xxx Participants in Promotion and Tenure Decisions**

All grants of tenure or promotion are made by the President based on review and recommendations from the Provost who has solicited information from the following committees and individuals:

- A Department Promotion and Tenure Committee consistent with the bylaws of their respective college.
- The Department Chair (if the candidate's college has departments). If a candidate is the chair, then the dean will name another chair from within the college to perform this review.
- A College Promotion and Tenure Committee consistent with the bylaws of their respective college.
- The College Dean. If a candidate is the dean, then the department chair will request that the provost name another dean from within the university to perform this review.
- A University Promotion and Tenure Committee consisting of one Professor elected during the Spring Semester by each of the following units: College of Health, Education and Human Services; College of Engineering and Computer Science; College of Liberal Arts; College of Science and Mathematics; Lake Campus; Raj Soin College of Business, and Boonshoft School of Medicine. All Professors must be tenured, except those representing the School of Medicine. The representatives shall not hold administrative positions of chair or higher. An academic unit which does not have a Professor eligible for election may elect a Professor from another academic unit.

\*Subsequent references in this document to department chair and dean refer also to the substitutes named to perform the chair or dean's functions.

## **2xxx Procedures for Granting Promotion**

Deadlines for all steps in the Promotion and Tenure Process shall be published annually three years in advance, in consultation with the Faculty Senate. All participants must adhere to the

deadlines. If a department chair is a candidate, then the request for promotion should be submitted to the dean to initiate the review.

Along with the Promotion and Tenure Document, the candidate must submit complete copies of all publications listed in the curriculum vitae (CV). The department chair will make these materials available to all members of the Department Promotion and Tenure Committee, and the dean will make these materials available to all members of the College Promotion and Tenure Committee. These copies of the candidate's scholarly work are normally not transmitted beyond the level of the college committee, but the dean will make them available to all members of the University Promotion and Tenure Committee who request to see them.

### **Scholarship eligible for consideration**

Each publication that is listed in the CV must include all authors, full title, publisher or journal, and, if known, volume, inclusive pages, and date of publication. When there are multiple authors and one is the primary author, that name should be clearly so identified. Citations of articles and papers should indicate whether the work was refereed (R) or not refereed (N). Items which have not yet been published but have been accepted for publication without revision shall be listed on the CV as "in press." A candidate's academic paper, book or similar work which has been accepted for publication but is not yet published shall be credited to the Member if the Member supplies adequate documentation confirming that the work is definitely scheduled for publication without further revision. A publication may not be considered unless: (a) it is reported on the Member's curriculum vitae and the Member submits a complete copy of the publication to the Department Chair by the deadline specified in Appendix B, (b) the venue (e.g., journal for articles; publisher for books) is as specified on the CV in the Promotion and Tenure Document as submitted by the deadline specified in the published promotion and tenure calendar; and (c) confirmation that it has been accepted for publication without revision is received before the University Promotion & Tenure Committee meets. Manuscripts which have been submitted and are currently under review may be listed. Each listing must include the date(s) of submission, the name of the journal or publisher submitted to, and any review of the work which has been completed. Requirements for scholarly works other than publications (e.g., those in the fine and performing arts) are substantially the same as those specified for publications. After the candidate has submitted the complete promotion document, it may not be altered without permission of the candidate and the department chair. The document cannot be altered after it has been voted on by the College Promotion and Tenure Committee. The document becomes part of the promotion file to which the candidate may add only letters of rebuttal and/or evidence to support the letter(s) of rebuttal. A rebuttal letter and supporting evidence may confirm publication of an item listed in the curriculum vitae as under review, but it cannot admit previously unlisted works into the candidate's record of scholarship.

Once the promotion process has begun, only the candidate may terminate the process. To do so, the candidate must submit written notice of withdrawal to the provost, who will then convey this information as appropriate.

If the Department, College, or University Committee reviews materials that are not part of the individual's promotion file, the chair of that committee shall promptly make such materials available to the candidate.

If the candidate disagrees with any of the statements or conclusions in the file, the candidate may submit a letter of rebuttal and supporting evidence. In addition, the candidate may use a rebuttal to report the acceptance or publication of a work of printed scholarship and/or the awarding of a grant. The rebuttal letter(s) and supporting evidence will be added to the candidate's promotion file and will be given full consideration at all subsequent stages of the promotion process. The candidate has the right to access and obtain copies of the promotion file at any time during the process and after its completion.

### **Department Review**

The Department Promotion and Tenure Committee will review the candidate's file and make its written recommendation, after which the department chair will review the file and prepare a letter recommending for or against the promotion.

Thereafter, the candidate will have ten (10) working days to add a rebuttal letter to the file. Thereafter, the department chair will transmit the file to the College Promotion and Tenure Committee.

### **College Review**

The College Promotion and Tenure Committee will review the candidate's file, vote, and make its written recommendation, after which the college dean will review the file and prepare a letter recommending for or against the promotion

Thereafter, the candidate will have ten (10) working days to add a rebuttal letter to the file. Thereafter, the dean will transmit the file to the University Promotion and Tenure Committee.

### **University Review**

The University Promotion and Tenure Committee shall review the candidate's file and make its recommendation to the Provost. A simple majority is required of all eligible committee members who are present and voting on all promotion cases.

Only members of the University Promotion and Tenure Committee may attend University Promotion and Tenure Committee Meetings except for clerical support as provided by Faculty Senate to the Committee.

The Committee's recommendations will be reviewed by the Provost who will issue final recommendations to the University President. In the event of a denial of promotion or tenure by the Provost, the candidate will then have ten (10) working days to submit an appeal to the University President. The President announces all promotions and all grants of tenure.

### **2xxx Appendix A**

Approved format Curriculum Vitae of Candidate

## SCHEDULE B: FACULTY ANNUAL PERFORMANCE EVALUATION POLICY

### Policy for Annual Faculty Evaluations

#### Policy Number 2XXX

##### 2XXX.1 Policy Statement

This policy establishes a structured and comprehensive process for the annual evaluation of full-time faculty members at the University, including both tenured and non-tenured faculty. The evaluation is designed to assess performance in multiple areas such as teaching, research, service, clinical care, administration, and other categories, as appropriate. The evaluation aims to support faculty development, reappointment, tenure (for tenure-track faculty), promotion, and dismissal, as well as eligibility for opportunities that are outside the regular expectations of a faculty role.

##### 2XXX.2 Scope

This policy applies to all full-time faculty members at the University. The evaluation process is mandatory for all faculty members who receive direct compensation from the University.

Faculty members with joint appointments will have their evaluation based on their primary department (i.e., more than 50% FTE).

##### 2XXX.3 Evaluation Components

Each faculty member's performance will be evaluated in the following areas, provided that the faculty member has spent at least five percent of their annual work time on these activities during the preceding year:

1. **Teaching** – This area evaluates faculty performance in terms of course preparation, delivery, student engagement, and learning outcomes. Student evaluations will account for at least 25% of the total score for teaching. Teaching expectations will include a comprehensive review of classroom behavior, responsiveness, and the ability to create an effective learning environment.
2. **Research/Scholarship (tenured/tenure-track faculty only)** – This area assesses scholarly activities, including research, publications, grants, and presentations. Research will be evaluated based on the quantity, quality, and impact of scholarly contributions, aligned with departmental expectations/by-laws and the university's academic goals.
3. **Service** – Service includes departmental, university, and professionally-related community engagement that is aligned with the faculty member's disciplinary expertise. This can include committee work, student mentorship, and service to professional organizations. Both routine service (e.g., committee participation) and significant service (e.g., leadership roles) will be evaluated.
4. **Clinical Care** – Faculty members engaged in clinical care will be evaluated based on their performance in clinical settings, including patient care quality, clinical teaching, and service delivery. The assessment will include any relevant clinical metrics, faculty feedback, and patient or student outcomes.

5. **Administration** – Faculty members engaged in administrative roles will be evaluated based on their leadership, management, and decision-making in these capacities. Administrative responsibilities include overseeing programs, budgets, and academic policies.
6. **Other Categories** – As determined by expectations set in the prior year, other categories of faculty responsibility (e.g., curriculum development, assessment collection, etc.) may be evaluated.

## **2XXX.4 Evaluation Methodology and Process**

**Comprehensive and Measurable Performance Metrics:** The Provost's Office will establish and publish guidelines regarding expectations of behaviors and practices in each category of the evaluation. The Provost's Office will develop and use standardized, objective, and measurable performance metrics to assess faculty performance in the areas listed above. Each faculty member's performance will be assessed using the following parameters:

- Exceeds performance expectations (score of "5")
- Somewhat exceeds performance expectations (score of "4")
- Meets performance expectations (score of "3")
- Somewhat meets performance expectations (score of "2")
- Does not meet performance expectations (score of "1")

The evaluation will include both qualitative assessments (e.g., written feedback) and quantitative metrics (e.g., student evaluations, research output) and will be commensurate with the percent of time assigned to each category.

**Review Period and Timelines:** Annual evaluations will take place in Fall Semester of each academic year and will cover the prior academic year. Scores for research/scholarship in a given year will be the average of the individual year's scores for the past three (3) years. Timelines will be posted on the Provost's website annually.

**Evaluation by Department Chair:** The Chair will conduct the annual evaluation of each faculty member's performance based on the submitted Faculty Activity Report (FAR), student evaluations, peer reviews (if applicable), and other relevant materials. The Chair will assign a performance rating for each of the evaluated categories (teaching, research, service, clinical care, administration, and other categories, as applicable).

### **Recommendation, Review, and Determination:**

Once the Chair completes the evaluation, it will be reviewed and either approved or disapproved by the Dean. If there is disagreement between the Chair and the Dean regarding the evaluation results, the Provost shall have final decision authority on the evaluation outcomes. The final recommended evaluation will be submitted to the Provost for review and approval.

**Projected Work Effort Distribution for the Next Year:** The evaluation will include a projected work effort distribution for the faculty member for the following year. The projected

distribution will be compliant with the University's workload policy and must receive approval from the Dean.

#### **2XXX.5 Appeals Process**

Faculty members may appeal their final evaluation by submitting a written appeal within 30 days of receiving their final evaluation. The written appeal should outline the specific grounds for disagreement with the evaluation, including any evidence supporting the faculty member's claims.

The Department Chair will review the appeal and provide a written response. If the faculty member disagrees with the Chair's response, the appeal will be forwarded to the Dean for review. The Dean will then assess the appeal and provide a final decision, which will be communicated to the faculty member.

If the faculty member disagrees with the Dean's final decision, the matter will be forwarded to the Provost, who will have the final authority to resolve the appeal. The Provost may request additional documentation or meet with the faculty member to discuss the appeal, if necessary.

#### **2XXX.6 Documentation**

Faculty members will have access to their own evaluation results, including any written feedback from the Department Chair, Dean, and Provost.

Faculty members may include a rebuttal statement in response to the evaluation, which will be appended to the evaluation and kept on file.

#### **2XXX.7 Implementation and Review**

This policy will be reviewed and updated (if necessary) at least every five years to ensure it meets the evolving needs of the university and its faculty. Revisions will be made as necessary to improve the evaluation process, ensure fairness, and align with institutional goals.

#### **2XXX.8 Procedures Authorized.**

The Provost is authorized to adopt and enforce procedures to assist in the orderly implementation of this Policy. The procedures shall be in writing, and linked from the [Resources](#) section of this Policy.



## **SCHEDULE C: POST-TENURE REVIEW POLICY**

### **Faculty Post-Tenure and Periodic Review**

#### **Policy Number 2XXX**

##### **2XXX.1 Policy Statement**

This Policy establishes and provides guidance regarding a post-tenure and periodic review process to assist in continued faculty development, promote institutional excellence, facilitate the identification and remediation of performance-related issues, and serve other important University interests.

##### **2XXX.2 Scope**

This policy applies to all Tenured faculty (Post-Tenure Review) and Non-tenured faculty with continuing appointments (Periodic Review).

##### **2XXX.3 Objectives**

- Prioritize continuous professional growth.
- Ensure faculty maintain high standards of performance.
- Identify faculty in need of improvement.
- Provide a fair process for intervention when standards and expectations are not met.

##### **2XXX.4 Authority and Oversight**

The Provost is responsible for administering and enforcing this Policy, and for oversight of the post-tenure and periodic review processes. Department Chairs and Deans are jointly responsible for initiating, conducting, and monitoring review processes, and for enforcing any follow-up actions or deliverables identified through those processes.

##### **2XXX.5 Review Types and Schedule**

Reviews assess teaching effectiveness, continued scholarship (if applicable), and service. The review types and reasons for review include but are not limited to the following:

- A. Post-Tenure Review (PTR) is conducted for tenured faculty members at least every five years after tenure is granted. It may also be initiated by the Provost for cause, including but not limited to the following:
  - a. A tenured faculty member receives less than a rating of “Meets Expectations” rating in teaching.
  - b. A tenured faculty member who cannot document at minimum having been acceptably productive in scholarship over the prior three years.
  - c. A tenured faculty member who performs no documented service to the university beyond routine service.
  - d. A PTR process is completed and a tenured faculty member then subsequently receives a “Does Not Meet Expectations” rating in any area.

- e. A documented and sustained record of significant underperformance outside the annual evaluation cycle.
  - f. A pattern of unsatisfactory student evaluations or peer reviews.
- B. Periodic Review (PR) is conducted for each non-tenure eligible faculty member with a continuing appointment, at least every three years once a continuous appointment is granted. It may also be initiated by the Provost for reasons including, but not limited to, instances where a continuing faculty member is not meeting teaching and/or service expectations.

#### **2XXX.6 Review Criteria**

All reviews will, at a minimum, evaluate performance in the following areas:

- A. Teaching Effectiveness (student evaluations, peer reviews, course innovation, etc.)
- B. Scholarship/Research (where applicable)
- C. Service (to department, college, university, profession, or community, as appropriate)

Materials to be considered include Faculty Activity Reports, annual evaluations, promotion and tenure documents (if applicable), the current CV, student and/or peer evaluations, records of training and development, and other documents relevant to the area being reviewed.

#### **2XXX.7 Review Process**

When a faculty member is identified for Post-Tenure Review or Periodic Review, they will be notified in writing of the timelines and process details. Generally, the process will include:

1. Self-Assessment and submission of materials: Faculty member will be asked to submit a self-evaluation, CV, and relevant materials.
2. Chair Evaluation: Department Chair will provide an independent assessment upon review of all materials including the faculty member's self-assessment, student evaluations, peer reviews and other relevant documentation.
3. Dean Review: Dean will review all materials and make a recommendation to the Provost regarding actions and outcomes.
4. Provost Review: Provost will assess student evaluation data during the review period.

#### **2XXX.8 Actions and Outcomes**

The Dean will review all materials and submit a recommendation to the Provost. The Provost will issue a determination and inform the faculty member of the outcome of the process, which may include but is not limited to the following:

- No further action
- A Development Plan or other remedial training
- Disciplinary action including suspension, loss of tenure, or other available actions
- Termination of employment

#### **2XXX.9 Timelines**

All review processes must be completed within six months, starting from written notification to outcome recommendation. A one-time extension of up to two months may be granted by the Provost.

#### **2XXX.10 Development Plans and Remediation**

If a Development Plan is instituted in response to a post-tenure or periodic review, the Chair and Dean will meet with the faculty member to discuss the plan and associated metrics. The faculty member will be notified, in writing, of the terms of the Development Plan decided upon and the means of monitoring progress and success. At a minimum, the plan shall include the following components that will be developed by the affected faculty member and approved by the Dean:

1. Specific Goals tied to identified areas (e.g., pedagogy, scholarship, service)
2. Action Steps that include required activities, training, mentorship
3. Timeline – Development Plans that address teaching and service shall run a minimum of two semesters. Plans that address scholarship shall run a minimum of two academic years as long as identified progress is shown
4. Resources provided – support mechanisms (workshops, mentoring, etc.)
5. Assessment Criteria – clear measures of success

Progress on the Development Plans will be monitored through quarterly reports submitted by the faculty member to their Chair as well as a midpoint review that is conducted by the Dean. The Annual Evaluation will serve as the final measure of determining success.

#### **2XXX.11 Outcomes and Consequences of Development Plans**

Successful completion of the Development Plan will result in the faculty member returning to regular review status. Insufficient progress will result in administrative action as determined by the Provost, which may include but is not limited to: 1) extended remediation; 2) disciplinary action; or 3) termination of employment. Any of these actions will be subject to the severity and/or level of progress made throughout the Development Plan.

#### **2XXX.12 Appeals**

Faculty may appeal the outcome of a post-tenure or periodic review by submitting a formal appeal to the Provost within 15 business days of notification.

#### **2XXX.13 Implementation and Review**

This policy will be reviewed and updated at least every five years. Revisions will be made as necessary to improve the review processes, ensure fairness, and align with institutional goals.

#### **2XXX.14 Procedures**

The Provost is authorized to adopt and enforce procedures to assist in the orderly implementation of this Policy. The procedures shall be in writing, and linked from the Resources section of this Policy, and are subject to modification, supplementation, and rescission by the Board in its discretion.

## **SCHEDULE D: RETRENCHMENT POLICY**

### **Retrenchment**

#### **Policy Number 2XXX**

##### **2XXX.1 Policy Statement**

This policy governs the retrenchment of faculty positions.

##### **2XXX.2 Scope**

This policy applies to all Wright State employees holding any type of full-time faculty position across all university campuses and academic units.

##### **2XXX.3 Definition and example circumstances for Invoking Retrenchment**

Retrenchment is the elimination of one or more faculty positions to address or in response to a reduction in student population or overall funding, a change to institutional missions or programs, or other fiscal pressures or emergencies. The University may retrench faculty for any lawful cause or reason, which may include, but is not limited to:

- Enrollment Trends: A stagnation or decline of student enrollment in a program, department, academic unit, or college
- Program Reduction or Discontinuation: Strategic phasing out, consolidation, or reduction of academic units or programs based on institutional priorities or state requirements
- Organizational Restructuring: Reorganization to improve academic efficiency or to better align with the University's mission
- Business Necessity: Situations requiring reallocation of university resources
- Institutional Strategy: Aligning University operations with strategic objectives
- Management Discretion: Administrative decision to execute an operational change

##### **2XXX.4 Considerations**

Before invoking retrenchment, the Provost will take into consideration multiple factors regarding the impact of a retrenchment action. Those factors may include, but are not limited to:

- Interdependence of the position/department with other academic programs
- Ability to allow current students to complete their programs
- Feasibility of a planned phase-out over abrupt closure
- Academic reputation and stature of faculty and alumni associated with the program
- Availability of alternative organizational or programmatic arrangements
- Length of service and potential redeployment of affected faculty
- Alternatives such as attrition, reassignment, or voluntary separation

## **2XXX.5 Authority and Consultation**

Retrenchment may be invoked by the President, Provost, or Board of Trustees (A Dean may request or recommend retrenchment to the Provost, but cannot initiate the retrenchment process unilaterally). The Provost shall conduct, administer, and complete the retrenchment process, and has final authority to institute a retrenchment, subject to consultation with the President.

## **2XXX.6 Selection and Retention**

Retrenchment may involve one or more faculty positions. If retrenchment will affect fewer than all faculty positions in a given unit, the University will retain those faculty who are best-qualified to meet programmatic, curricular, and institutional needs, in the determination of the Provost.

## **2XXX.X Prior Service Exception**

An employee who receives notification from the University that their position has been selected for retrenchment, and who has at least thirty (30) but less than thirty-five (35) years of service in a state retirement system (as of the date on which they received the notification), shall be exempt from retrenchment under this Policy until such time as they have thirty-five (35) years of service in a state retirement system. An employee who determines they are exempt from retrenchment pursuant to this Section shall, within 15 days after receiving notice that their position has been selected for retrenchment, furnish the Vice President of Human Resources written verification from the state retirement system documenting all applicable/relevant service.

## **2XXX.7 No Displacement Clause**

A faculty member whose position has been selected for retrenchment may not displace (or "bump") other faculty member on the basis of seniority, tenure, or otherwise.

## **2XXX.8 Notice Period**

Each faculty member shall receive advance written notice of the effective date on which their position is to be retrenched. The notice period shall be no less than the last day of the semester in which the retrenchment was initiated and, at the discretion of the Provost, a maximum period of twelve (12) months.

During the notice period, each employee will remain subject to all applicable University policies and procedures, and is expected to perform their duties in good faith.

Personnel, whose position has been selected to be retrenched, shall not be eligible for other severance or separation-related compensation or benefits under other University Policies.

## **2XXX.9 Procedures Authorized**

The Provost is authorized to adopt and enforce procedures to assist in the orderly implementation and enforcement of this Policy. The procedures shall be in writing, and linked from the Resources section of this Policy.

#### **2XXX.11 Implementation and Review**

State law requires that this policy be reviewed (and updated, if necessary) at least every five (5) years in order to improve the process, ensure fairness, and align with institutional goals.

#### **2XXX.XX Conflicts**

If there is a conflict between the provisions of this Policy and those of any collective bargaining agreement in-force on the effective date of this Policy, the latter shall control only until such time as the collective bargaining agreement is terminated, lapses, or is superseded.

## SCHEDULE E: CURRICULAR APPROVAL PROCESS

### Curricular Approval Process

#### Policy Number 2XXX

#### **XXXX..1 Policy Statement**

This Policy provides guidance with respect to Academic Organizational Changes (the creation, merger or reorganization, discontinuation, and/or naming of campuses, colleges, schools, departments, academic centers and institutes—but not including the Wright State Center for Civics, Culture, and Workforce Development or any other entity specifically created by state legislation), Major Curricular Changes (the creation of academic programs), and Routine Curricular Changes (e.g. the modification of academic programs, and the creation, modification, or discontinuation of curricula, courses, and general education requirements).

#### **XXXX..2 Responsibilities.**

The Board of Trustees retains ultimate and overriding authority to approve or reject all proposed curricular changes.

The Provost administers the curricular change process, recommends curricular changes to the Board of Trustees, exercises preliminary curricular change authority (when delegated by the Board), and advises the Board with respect to the approval or rejection of such matters.

The Faculty, through the Faculty Senate (and Faculty Senate Committees) and curriculum committees in the academic units, may recommend curricular changes to the Provost (but not to the Board of Trustees) and provides advice and recommendations on curricular changes.

#### **XXXX.3 Academic Organizational Changes**

##### Origination.

A proposal for an Academic Organizational Change shall be submitted to the Provost, in writing, by the Board, President, Provost, a Dean, or the Faculty Senate.

##### Notification.

When the Provost receives a proposal for an Academic Organizational Change, the Provost shall promptly notify the Faculty Senate and the academic unit(s) that would be affected by it.

##### Advice, Feedback, and Recommendations.

Absent extraordinary circumstances, the Provost shall afford the Faculty Senate and the curriculum committee(s) of the academic unit(s) that would be affected by the proposal forty-five (45) calendar days, concurrently, to review the proposal and provide written advice, feedback, and recommendations to the Provost.

The Provost may solicit and accept advice, feedback, and recommendations from other interested parties.

#### Referral and Approval.

The Provost shall review each proposal, along with the advice, feedback, and recommendations the Provost receives from the Faculty Senate and/or the relevant curriculum committee(s) that would be affected by the proposal, and in the Provost's discretion, from other interested parties. The Provost shall inform President of the Provost's own advice, feedback, and recommendations; and upon concurrence of the President:

- Shall forward to the Board the Provost's recommendation along with the written advice, feedback and recommendations received from the Faculty Senate and/or the relevant curriculum committee(s) that would be affected by the proposal; and
- May forward to the Board the written advice, feedback, and recommendations the Provost receives from other interested parties.

The Board retains sole discretion to approve, disapprove, modify, or remand each proposed Academic Organizational Change.

#### **XXXX.4. Major Curricular Changes**

A Major Curricular Change is the creation of a program.

#### Origination.

Each proposal for a Major Curricular Change shall be submitted to the Provost, in writing, by:

- The Board, President, or Provost;
- The dean or college curriculum committee of the academic unit that is or would be responsible for the change; or
- The Faculty Senate.

#### Notification.

When the Provost receives a proposal for a Major Curricular Change, the Provost shall promptly notify the Faculty Senate and the academic unit that is or would be responsible for the change.

#### Advice, Feedback, and Recommendations

Absent extraordinary circumstances, the Provost shall afford the Faculty Senate and the relevant curriculum committee forty-five (45) calendar days, concurrently, to review the proposal and provide written advice, feedback, and recommendations to the Provost.

The Provost may (but is not required to) solicit and accept advice, feedback, and recommendations from other interested parties.

#### Referral and Approval



The Provost shall review each proposal, along with the advice, feedback, and recommendations the Provost receives from the Faculty Senate and college curriculum committee (and in the Provost's discretion, from other interested parties). The Provost:

- Shall forward the proposal to the Board;
- Shall inform to the Board of the Provost's own advice, feedback, and recommendations; and
- Shall forward to the Board the written advice, feedback, and recommendations the Provost receives from the Faculty Senate and relevant curriculum committee(s);
- May forward to the Board the written advice, feedback, and recommendations the Provost receives from other interested parties; and
- May forward to the Board other information or materials the Provost considers relevant.

The Board shall have discretion to approve, disapprove, modify, or remand each proposal.

#### **XXXX.5. Routine Curricular Changes.**

Routine Curricular Changes are curricular changes that are not Academic Organizational Changes or Major Curricular Changes, and namely include: modification of academic programs, and the creation, modification, or discontinuation of curricula, courses, minors, General Education requirements/Wright State Core, and microcredentials).

##### Origination.

Each proposal for a Routine Curricular Change shall be submitted to the Provost, in writing, by:

- The Board, President, or Provost;
- The dean or college curriculum committee of the academic unit that is or would be responsible for the change; or
- The Faculty Senate.

##### Notification.

When the Provost receives a proposal for a Routine Curricular Change, the Provost shall promptly notify the Faculty Senate and the academic unit that is or would be responsible for the change.

##### Review, Advice, Feedback, and Recommendations.

Each proposal shall be reviewed by the interested parties and the Provost shall solicit their written advice, feedback, and recommendations. The Provost may, but is not required to, furnish each proposal for review by, or solicit written advice, feedback, or recommendations from, other interested parties.

##### Referral and Approval.

**Provost Approval.** The Board delegates to the Provost initial authority to approve, disapprove, modify, or remand the following Routine Curricular Changes: course-specific changes (changes to course titles, prerequisites, etc.), establishment of a new course, modifications to an existing

minor or concentration, modification to an existing program (<50%), new combined programs, new certificates and microcredentials, modifications to existing certificates or microcredentials, and deactivation of a microcredential. The Provost's decision takes effect immediately, and shall be communicated to the Board at its next regular meeting (or such other times as the Board may direct). The Board retains absolute discretion to override or reverse the Provost's decision with respect to such matters.

**Board Approval.** In all other instances, the decision to approve, disapprove, modify, or remand Routine Curricular Changes must be made by the Board. The Provost shall review each proposal, along with the advice, feedback, and recommendations the Provost receives from the Faculty Senate and curriculum committee (and in the Provost's discretion, from other interested parties). The Provost shall inform President of the Provost's own advice, feedback, and recommendations; and upon concurrence of the President:

- Shall forward to the Board the Provost's recommendation along with the written advice, feedback and recommendations received from the Faculty Senate and/or the relevant curriculum committee(s) that would be affected by the proposal; and
- May forward to the Board the written advice, feedback, and recommendations the Provost receives from other interested parties.

#### **XXXX.6 Procedures Authorized**

The Provost is responsible for enforcing and administering this Policy on behalf of the Board. The Provost is authorized to establish and enforce procedures and/or forms to assist in and facilitate the discharge of those duties. Such procedures/forms shall be linked from the "Resources" section below, and may be superseded, revoked, or amended in the Board's discretion.

#### **XXXX.7 Advice, Feedback, and Recommendations**

Pursuant to state law, all advice, feedback, and recommendations solicited by or submitted to the Provost pursuant to this Policy shall be advisory in nature. Such advice, feedback, and recommendations shall be submitted to the Provost in writing to facilitate transmittal (by the Provost) to the Board.

#### **XXXX.8 Policy Amendments**

If the Provost determines that there is a need for other forms of curricular changes that are not addressed by this Policy, or that additional policy guidance is necessary for the effective administration and enforcement of this Policy, then the Provost and General Counsel are authorized to jointly amend this Policy on behalf of the Board to address those concerns. The amendments take effect immediately but are subject to override or reversal by the Board in its discretion. The Provost and General Counsel shall notify the Board of any amendments at its next regular meeting (or at such other time as the Board may direct).