

## **Process for changing University Policy Committee Purpose, Charge, and Membership Provisions**

Any University Policy Committee (UPC) may propose a change to that committee's purpose, charge, or membership provisions. The University Coordinating Committee (UCC) may also propose such changes.

A change to purpose, charge, or membership provisions of a UPC shall be categorized as follows and shall require the approval designated for each category. The categorization of the amendment shall be determined by the UCC:

Category 1. Minor changes in wording (including clerical changes) and the addition of charges that have traditionally been assigned to that UPC, but are not included in the committee's existing charge.

- a. Approval: Such changes require the approval of the appropriate UPC and the UCC.

Category 2. Substantive, but not fundamental, changes, including changes to the membership provisions.

- a. Approval: Such changes require approval of the appropriate UPC, the approval of the UCC and:
  - i. If the UPC membership includes faculty, approval by the Faculty Senate Council.
  - ii. If the UPC membership includes staff, approval by the Staff Senate.
  - iii. If the UPC membership includes students, approval by the ASG Student Senate.

Category 3. Fundamental changes to the purpose, charge, or membership provisions of the UPC.

- a. Such changes require approval of the appropriate UPC, the UCC, Faculty Senate Council, Staff Senate, the ASG Student Senate (for UPCs with student membership) and the senior administrator to whom the UPC reports.
- b. In the case of a disagreement among those designated in part (a.) over any proposed change, the UCC will convene the relevant parties to discuss any objections. The UCC shall be the final arbiter.
- c. In addition, if the change involves an amendment to the Faculty Handbook (such as any change to the purpose of a UPC), this process should follow the handbook amendment process.
- d. Final approval requires the consent of the university President.

As used in the foregoing categories:

- a. A change is substantive if it is not clerical as described in Category 1 above and is not fundamental as defined below.
- b. A fundamental change is defined as one of the following:
  - i. Any change to the purpose provisions.
  - ii. Any change to the charge or membership provisions that the UCC regards as fundamental.

*2008* - UCC created original UPC change process document, which was approved by the Staff Senate and Faculty Senate Council.

*May 2010* - UCC finalized process with minor changes in wording.

*March 2014* - UCC approved minor clerical changes.

*March 2016* - UCC retitled document and revised for clarity and consistency.