**Academic Policies and Procedures**

**Master Review Schedule**

**Academic policy review (also known as a policy audit) is an ongoing process. Aside from the regular cycle of review, a policy may be reviewed for a cause. Reasons for a review for cause may include changes in university operations, changes in other university policy, changes in legal requirements, changes in policy effectiveness, and/or changes in university stakeholder needs.**

**The typical review cycle at UCM is five years. As new policies are implemented and existing policies are reviewed, a timeline for each policy will be assigned. The following schedule lists current academic policies and their life cycles.**

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| **Academic Policy** | **Last Reviewed** | **Responsible Party** | **Slated for Review** |
| Academic Advisement | 2017 | Director of Gateway Advising | 2022 |
| Academic Council | 2017 | Chair of Academic Council | 2022 |
| Academic Honesty Policy  | 2013 | Associate Vice Provost Student Engagement | 2018 |
| Additional Costs for Courses | 2016 | Vice Provost of Academic Programs & Services | 2021 |
| Adjunct Faculty (link to Adjunct and Dual Credit Faculty) | 2016 | Vice Provost of Academic Programs & Services | 2021 |
| Availability of Faculty | 2016 | Provost or designee | 2021 |
| Awards | 2014 | Provost or designee | 2019 |
| Certificate Program Approval Guidelines | 2016 | Vice Provost of Academic Programs & Services | 2021 |
| Class Attendance | 2017 | Associate Vice Provost Student Engagement | 2022 |
| Classroom Control | 2016 | Provost or designee | 2021 |
| Commencement - Faculty Role | 2015 | Provost or Designee | 2020 |
| Coordination of Surveys through the Office of IR | 2015 | Director of Institutional Research | 2020 |
| Department By-Laws and Internal Governance | 2016 | Vice Provost of Academic Programs & Services | 2021 |
| Department Chairs | 2016 | Provost or designee | 2021 |
| Dual-Credit Faculty (link to Adjunct and Dual-Credit Faculty) | 2016 | Vice Provost of Academic Programs & Services | 2021 |
| Electronically Delivered Course Guidelines(Under review by Faculty Senate Distance Education Committee- Spring & Fall 2017) | 2013  | Provost or designee | Under review |
| Entrepreneurial Offerings | 2016 | Vice Provost of Extended Campus | 2021 |
| Establishing and Maintaining Academic Policy and Procedure | 2016 | Provost or designee | 2021 |
| Evaluation of Faculty, Department Chairs, Deans and Provost | 2016 | Provost or designee | 2021 |
| Examinations | 2016 | Provost or designee | 2021 |
| Extended Studies Special Projects Variable Contract Rates | 2016 | Vice Provost of Extended Campus | 2021 |
| Faculty Compensation & Formulas | 2017 | Manager of Academic Fiscal Affairs | 2022 |
| Faculty Meetings | 2015 | Vice Provost of Extended Campus | 2020 |
| Faculty Senate | 2016 | Chair of Faculty Senate | 2021 |
| Field Trips | 2015 | Provost or designee | 2020 |
| Grades  | 2017 | Provost or designee | 2022 |
| Grading System | 2017 | Provost or designee | 2022 |
| Graduate Faculty | 2016 | Director GRE | 2021 |
| Grievances | 2017 | Provost or designee | 2022 |
| Human Subjects Review | 2015 | Director of Sponsored Programs | 2020 |
| Intellectual Property | 2000  | President | Suspended – see BOG 3.1.020  |
| International & Domestic Study Tour Guidelines | 2016 | Vice Provost of Extended Campus | 2021 |
| Internship Standards | 2016 | Vice Provost of Academic Programs & Services | 2021 |
| Joint Accelerated Degree Programs | 2016 | Vice Provost of Academic Programs & Services | 2021 |
| Leaves and Absences | 2015 | Provost or designee | 2020 |
| Market Discipline Designation | 2017 | Provost or designee | 2022 |
| Off-Campus Delivery of Academic Programs | 2017 | Vice Provost of Academic Programs & Services | 2022 |
| Professional Enhancement  | 2015 | Provost or designee | 2020 |
| Program Advisory Boards | 2016 | Provost or designee | 2021 |
| Promotion & Tenure: PoliciesIn 2016, the Provost began a series of discussions on Faculty Evaluation, Promotion and Tenure. All department P&T chairs, department chairs, and deans have been invited to participate. These discussions are promoting a better understanding of current practices across campus.  | 2002  | Provost or designee | Under review |
| Provost's Council | 2016 |  Provost or designee | 2021 |
| Recording Devices | 2015 | Provost or designee | 2021 |
| Resignation | 2015 | Provost or designee | 2020 |
| Responsible Conduct of Research | 2016 | Director of Sponsored Programs | 2021 |
| Sponsored Programs and Research Integrity | 2015 | Director of Sponsored Programs | 2020 |
| Staff Plan Guidelines | 2015 | Manager of Academic Fiscal Affairs | 2020 |
| Student Academic Appeal Procedures | 2016 | Vice Provost of Student Experience and Engagement | 2021 |
| Student Records  | 2017 | Office of the Registrar | 2022 |
| Student Technology Fee Procedures | 2015 | Provost or designee | 2020 |
| Syllabi | 2016 | Vice Provost of Academic Programs & Services | 2021 |
| Teacher/Professional Education Governance and Procedures | 2016 | Dean of Education | 2021 |
| Teaching Workload Guidelines | 2017 | Provost or designee | 2022 |
| Textbooks | 2016 | Director of the Bookstore | 2021 |

4/2017 jp, 8/2017, jp reviewed and added review cycle information 10/2017