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.

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: Policies In 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