

Revisions to Title Reference in BPM

RECOMMENDATION

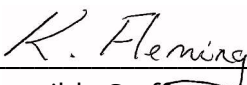

It is recommended that the Board of Trustees approve the revised language to amend policy references to a position title no longer in use: Assistant Vice President of Undergraduate Studies.

BACKGROUND

With the restructuring of the Division of Academic Affairs going into effect July 2025, the position titled “Assistant Vice President of Undergraduate Studies” will no longer exist. Areas in the Board Policy Manual that reference this title have been revised to remove the title and replace it with more general phrasing not tied to a specific title. By making these non-substantive changes, the policy language will no longer have to be updated at every subsequent change of position title of the responsible party.

Impacted policy areas are:

- In the **Board Policy Manual**:
 - 2-1-203(4) Student’s Right to Academic Counsel
 - 2-3-107(2) The Liberal Arts Council (LAC)
 - (a)
 - (b)(II)
 - (c)(VII)
 - (c)(X)
 - (d)(I)
 - (g)

 _____ Responsible Staff	<u>5/20/25</u> _____ Date	 _____ President	<u>5/28/2025</u> _____ Date
_____ Board Action		_____ Date	



Part 2 – Academic Appeal Procedure

2-1-203 Rights and Responsibilities.

- (1) **Informal Communication with Faculty Member, Department, School or Program Area Committee.** Prior to submitting an appeal under the AAP, the student is encouraged to discuss the Academic Decision with which they disagree in an informal communication with the faculty member and/or the Department, School or Program Area Committee (collectively “DSPAC”) who made the Academic Decision.
- (2) **Initiation and Maintenance of Formal Appeal by the Student.** If the student is not satisfied with the outcome of the informal communication and they want to initiate the AAP, they must do so in writing with the faculty member or appropriate DSPAC Chair/Director, as the case may be. It is the responsibility of the student to initiate the formal appeals procedure in writing at each level described in the AAP. If the student fails to initiate or maintain their appeal as required by this policy, the Academic Decision with which the student disagrees shall be final and not subject to further appeal.
- (3) **Written Submission Under the AAP.** All written submissions under the AAP must be submitted to the required recipients to their University email addresses.
- (4) **Student’s Right to Academic Counsel.** At any time during the AAP, the student is encouraged to ask questions they have about the AAP to their academic advisor, the appropriate DSPAC Chair/Director, the Dean of their College, the Graduate Dean/~~AVP of Undergraduate Studies~~ **Chief Academic Officer’s designee**, and/or the Dean of Students. The student may also designate one person (who has not served on a prior academic appeal board regarding the student) to serve as their academic counsel. The academic counsel functions as the student’s advisor through the appeals process and, as such, shall provide the following assistance:
 - (a) help guide the student through the AAP including but not limited to discussing whether the decision being appealed was arbitrary, capricious or a violation of University policy; and

- (b) except for a Preliminary Review pursuant to 2-1-204(5), be present at all required conferences and the hearing before the Hearing Panel (2-1-208).
- (5) **Faculty Member's or DSPAC's Right to Academic Counsel.** The faculty member or DSPAC may each designate one person (who has not served on a prior academic appeal board regarding the student) to serve as their respective academic counsel. The academic counsel functions as the faculty member's advisor through the appeals process and, as such, shall:
 - (a) help guide them through the AAP including but not limited to discussing whether the decision being appealed was arbitrary, capricious or in violation of University policy; and
 - (b) except for a Preliminary Review pursuant to 2-1-204(5), be present at all required conferences and the hearing before the Hearing Panel (2-1-208).
- (6) **Extension of Deadlines.** At any stage of the AAP, any party may request an extension of any deadline described in this policy by submitting, prior to the deadline, a written request to the individual or body involved in that phase of the appeal process. Any deadline under this policy may be shortened or extended in order to prevent manifest injustice to one or more of the parties or other participants as determined by the individual or body to whom the request is made. The individual or body to whom such a request is made must act on it no later than five (5) working days after receipt of the request.
- (7) **Provision of Evidence.** The respective parties are responsible for providing the evidence on which they intend to rely at each stage of the AAP. Evidence submitted, and any oral and written arguments, should be directed to the issue of whether the action being appealed is arbitrary, capricious, or a violation of University policy. Copies of all physical evidence presented at each stage of the AAP shall be retained by the individual or body who shall issue a decision in that stage of the AAP. Such evidence and the written decision shall be provided to the individual or body in the next step of the AAP should the student choose to proceed.
- (8) **Grade Changes During AAP.** During the AAP, grade changes can only be made:
 - (a) by the faculty member who issued the original grade, provided that the faculty member is still employed by UNC;
 - (b) by the DSPAC Chair/Director to which the faculty member who issued the original grade was assigned, only if the faculty member is no longer

employed by UNC; or

- (c) by the Registrar, as a result of the Hearing Panel's decision as described in 2-1- 204(6)(k) and, in such case, the grade change must be consistent with the Hearing Panel's decision.
- (a) to the selection of any Hearing Panel member to the Chair. Objections may be made only on the basis of alleged conflict of interest of the member. Within five (5) working days after submission of any objection(s), the Chair shall either replace the member(s) to whom an objection has been submitted or retain the member(s) and refer the question of conflict of interest to the CAO. The CAO may uphold the Chair's decision or require replacement(s) for any of the member(s) about whom objection has been submitted. The CAO's decision is final.
- (b) In the event the Chair must replace any Hearing Panel member because of an objection or a member's recusal or incapacity, the Chair shall request that a replacement be chosen by the group who appointed that member.
- (c) The appropriate Dean shall determine, in their sole discretion, whether AAB Hearing Panel proceedings shall be held during a non-contractual period. If it is determined that Hearing Panel proceedings shall not be held during a non-contractual period, such proceedings shall occur during the next semester. If it is determined that Hearing Panel proceedings shall be held during a non-contractual period, the appropriate Dean shall appoint an ad hoc chair of the Hearing Panel. The faculty members of the Hearing Panel must be approved by the Executive Committee of the Faculty Senate. The student members of the Hearing Panel must be approved by the Student Senate President or GSA President. If the ad hoc Chair cannot establish a Hearing Panel during a non-contractual period, the Panel shall be established within the first five (5) working days of the next semester. If the ad hoc Chair can establish a Hearing Panel during a non-contractual period, the Hearing Panel proceedings shall be scheduled no later than seven (7) calendar days prior to the end of the non-contractual period. With respect to any Hearing Panel proceedings held during a non-contractual period, the time periods in 2-1-204(5), (6), and (7) that are calculated in working days are modified such that for every five (5) working days, seven (7) calendar days are allotted. (Examples: fifteen (15) working days become twenty-one (21) calendar days; eleven (11) working days become fifteen (15) calendar days).



Part 1 – Faculty Governance: Constitution of the University of Northern Colorado Faculty

2-3-107 University Councils.

2-3-107(2) The Liberal Arts Council (LAC).

- (a) The Liberal Arts Council (LAC) is a representative faculty council, as defined in 2-3-104(3), Representative Faculty Committees, of this constitution, that is established both to represent and to act on behalf of the faculty in the governance of the Liberal Arts Curriculum (the Curriculum), the University's general education program and to fulfill the duties assigned to it below. The LAC is responsible to the ~~Assistant Vice President of Undergraduate Studies~~ CAO's designee, who is charged with the overall administration and direction of the Curriculum.
- (b) Members and Officers of the LAC. The membership consists of sixteen (16) voting members and three (3) ex-officio members:
 - (I) Voting members are the six (6) chairs of the Curriculum Category Committees (see 2-3-107(2)(d)); one (1) faculty member elected from each academic college; two (2) additional faculty members apportioned among the colleges according to student credit hour production in the Curriculum for the past three years (note: a college teaching seventy-six (76) percent will elect both members; if there is no such college, a college teaching fifty-one (51) percent or more of the program will elect one (1) member and the college with the next highest percent will elect the second member); one (1) student undergraduate member selected by the Student Government Association; one (1) member of the UGC elected by its membership; and one (1) member elected from the University Libraries faculty.
 - (II) The ~~Assistant Vice President of Undergraduate Studies~~ CAO's designee, the University's representative to the GE-25 Council, and the Director of Assessment shall serve as ex-officio non-voting members.
 - (III) The term of office for elected faculty members shall be three (3) years, with one-third of the members to be elected each year after

the first election. Chairs of the Curriculum Category Committees and the UGC member shall serve for one (1) year and may be re-elected for additional terms. The term of office of student members shall be set by the Student Government Association. All membership terms begin on July 1, of the year elected and shall end on June 30 of the year which their term ends. One semester and permanent vacancies shall be resolved via the procedures in 2-3-105(10) and (11).

- (IV) The officers of the LAC shall consist of a chair and vice-chair, elected by the membership of the LAC prior to the conclusion of spring semester. They shall take office on July 1, serve until June 30 of the following year, and are eligible for re-election.

(c) Powers and Duties of the LAC.

- (I) Review and make recommendations concerning courses proposed for the Curriculum.
- (II) Review and make recommendations concerning Curriculum courses nominated for inclusion in the Guaranteed Transfer (GT) Pathways General Education Curriculum.
- (III) Establish criteria for when transfer courses fulfill Curriculum requirements.
- (IV) Review student policy exception requests for Curriculum courses.
- (V) Recommend modifications to the Curriculum.
- (VI) Develop, request, and review Curriculum data.
- (VII) At the discretion of the LAC, make an annual report on the status of the Curriculum to the ~~Assistant Vice President of Undergraduate Studies~~ CAO's designee.
- (VIII) Approve bylaws governing LAC procedures.
- (IX) Develop and implement a program for assessing the Curriculum.
- (X) Carry out other duties related to the Curriculum as assigned by the ~~Assistant Vice President of Undergraduate Studies~~ CAO's designee.
- (XI) Ensure that adopted bylaws are consistent with the council and board descriptions found in the Faculty Constitution 2-3-101 Preamble through 2-3-113 Approval.
- (XII) Submit written requests to the Faculty Senate Codification Committee to review any change in its bylaws prior to adopting such a change. Rationale for revision must accompany the request

for review. The Codification Committee will review the proposed bylaw change for consistency with the Constitution, and will send its review results to the chair of the council or board.

(d) Curriculum Category Committees.

- (I) The ~~Assistant Vice President of Undergraduate Studies~~ CAO's designee shall, with the advice of the appropriate Deans, department chairs/school directors, and approval of the Faculty Senate, appoint members of the faculty to six (6) Curriculum Category Committees to aid the LAC in its work with the Curriculum. The committees, their areas of responsibility, and their membership are indicated below. Appointments shall reflect the disciplines offering courses in the relevant areas and their subdivisions.
 - (A) Written Communication and World Languages: four (4) members; two (2) from Written Communication; two (2) from World Languages.
 - (B) History, Literature, and the Humanities: five (5) members; three (3) from Literature and Humanities; two (2) from History.
 - (C) Philosophy and the Arts: five (5) members; three (3) from Arts and Expression; two (2) from Ways of Thinking.
 - (D) Social and Behavioral Sciences: five (5) members; two (2) from Economic or Political Systems; one (1) from Geography; two (2) from Human Behavior and Social Systems (e.g. Anthropology, Communication, Sociology, and Psychology).
 - (E) Mathematics and Natural Sciences: seven (7) members; two (2) from Mathematics; three (3) from Physical Sciences (e.g. Earth Sciences, Physics, Chemistry); two (2) from Life Sciences (e.g. Biology, Sports and Exercise Science, Nutrition).
 - (F) International and Multicultural Studies: five (5) members; two (2) from International Studies; three (3) from Multicultural Studies.
- (II) Appointments to the above committees shall be for three (3) years commencing on July 1 and ending June 30.
- (III) At least thirty (30) days prior to the end of the spring semester, each committee named above shall elect a chair from its membership. The

chairs shall be voting members of the LAC. The term of office for all chairs shall be for one (1) year, commencing on July 1 and ending June 30.

- (e) Relationship to the Undergraduate Council. The UGC shall elect one (1) of its members to serve on the LAC. The chair of the LAC shall send a copy of all policy recommendations to the UGC to review as to their implications for the University undergraduate curriculum.
- (f) Relationship to the Faculty Senate.
 - (I) Each policy recommendation made by the LAC shall be forwarded to the Faculty Senate for approval, and unless vetoed by the Faculty Senate within sixty (60) working days of its receipt, which must include three (3) regularly scheduled meetings of the Faculty Senate, shall be deemed to have been approved by the Faculty Senate.
 - (II) The chair of the LAC shall forward to the Faculty Senate the minutes of each of its meetings in a timely manner.
- (g) Staff and Support Services. The ~~Assistant Vice President of Undergraduate Studies~~ CAO's designee shall provide staff and support services for the LAC.