

## **SCHOOL POLICIES AND PROCEDURES DOCUMENT TEMPLATE**

### **PART I: ORGANIZATIONAL STRUCTURE**

1. School Personnel: Explain scope of authority and essential function of each role in shared governance. List responsibilities, duties, and authority of each role. Describe to whom each reports. Describe selection and evaluation processes for each role.
  - a. The Faculty
  - b. Director
  - c. Associate Director (where applicable)
  - d. Assistant Director (where applicable)
  - e. Faculty Leads
  - f. Program Leads
  - g. Staff Personnel
2. Organizational Structure of the School: Describe constituent disciplines and/or programs within the school, including attached leadership. Describe intra-school communication processes, including regular meeting patterns for leadership teams and other bodies.
3. School Standing Committees: Explain scope and responsibility of each committee (e.g. committee charge), membership, voting processes, and terms of service.
  - a. Leadership Team (required)
  - b. Curriculum Committee (required)
  - c. Faculty Evaluations Committee (required)
  - d. Scholarship Committee (optional)
  - e. Research Productivity Committee (optional)
  - f. Graduate Admissions Committee (optional)
4. School Ad Hoc Committees (e.g., Promotion and Tenure, Search Committees, and others as needed)
5. Representation on College- and University-level Bodies
6. Processes for amending and reviewing this document, including required update intervals.

### **PART II: WORKLOAD GUIDELINES**

1. General expectations of faculty workload responsibilities
2. Formula for teaching, research, and service loads among faculty in accordance with college and university guidelines
3. Criteria to qualify and apply for sabbaticals in accordance with college and university guidelines.
4. Procedures for modifying faculty workload responsibilities

### **PART III: ANNUAL EVALUATION GUIDELINES**

1. General expectations of faculty productivity on a yearly basis
2. Workload and annual evaluations
3. Annual evaluation procedures and documents
4. Procedures for resolving discrepancies in the results of annual evaluations

### **PART IV: PROMOTION AND TENURE GUIDELINES**

1. Program/Discipline-Specific Criteria for Faculty Productivity
2. Expectations and Procedures for the Pre-Tenure Review
3. Program/Discipline-Specific Criteria for Promotion and Tenure

### **PART V: STATEMENT REGARDING SHARED GOVERNANCE**

1. Statement affirming the principles of shared governance, including transparency and accountability regarding school operations.
2. Statement describing the role of the faculty in selecting and evaluating school leadership.