**ARTICLE XII**

**PROGRAMS**

1. Undergraduate Programs
   1. Definition

All undergraduate majors, minors, and courses of study that offer academic credit (e.g.

Baccalaureate Honors Program), and similar academic units not housed within a department that have an exclusive workload shall be designated as undergraduate programs (the term “undergraduate program” within this Agreement shall be recognized as referring to such units) and there shall be appointed or reappointed in accordance with the provisions of this Article a lead person for each such undergraduate program, to be referred to as the director (or undergraduate program director). Such directors of programs shall be full-time members of the faculty and the bargaining unit with all rights and privileges of those statuses, but shall receive one (1) course reduction per regular academic year. Undergraduate program directors who are required to perform duties during the summer shall receive extra compensation as negotiated and agreed to by the director and the Dean of their college.

* 1. Term of Directors

Program directors shall serve a three-year term. A director may be reappointed in accordance with Section A(3) of this article. Programs are encouraged, but not required, to conduct a review of the director at least once every three (3) years. If the members of the program choose to carry out a review of the director, the written review shall be given to the director with a copy to the Dean of the college/school by March 1 of that academic year.

* 1. Procedures for Appointing Directors

A vacancy in the position of program director shall occur for the following reasons:

* + 1. resignation, disability, or death of the director;
    2. in all cases when, either at the end of the director’s term, or as a result of a review, both the Dean and a majority of the members of the program agree that a vacancy should occur.
    3. the Dean determines that a director’s term should be ended and the majority of the members of the affected program do not state opposition to that determination in writing within fourteen (14) days of the Dean’s notification of intent to terminate. The fourteen-day response period may be extended by agreement between the AAUP and the University during times other than the Fall and Spring semesters.
  1. Procedures for Resolving Disagreements Regarding Vacancies

In all cases in which the Dean and a majority of the members of the program disagree as to the occurrence of a vacancy, the disagreement shall be submitted to a panel of three (3) persons. Such panel shall be appointed as follows: the majority of the members of the program shall appoint one (1) member, the Dean shall appoint one (1) member, a director from the college/school shall be chosen by a majority of the directors of the University. A new panel shall be elected for each case of disagreement. Both parties agree that anyone serving on such panel shall not be subject to any economic or other type of reprisal as a result of any determination made by such panel. Such panel shall investigate all aspects of the disagreement, consult with the members of the program, the Dean, and the incumbent director, and shall submit a written report and recommendation to the Provost. The Provost may meet with the panel to discuss the recommendations and findings. The Provost shall make a final and binding determination as to the resolution of the disagreement between the Dean and a majority of the members of the program. The Provost shall not improperly substitute their judgment for the properly documented judgment and recommendations of the panel nor shall their determination be made in an arbitrary or capricious manner. In the event that the Provost does not follow the recommendations of a majority of the panel, they shall submit in writing to the panel, the members of the program, the Dean, and the AAUP office substantive written reasons for their action.

The AAUP may grieve an alleged failure to follow the procedure provided for under this Article through the grievance procedure including outside arbitration, but shall not have the right to grieve the substantive determination of the Provost. The arbitrator’s authority shall be limited to remanding the matter back to the panel and Provost, with a mandate that a new determination shall be made consistent with the procedure provided for under this Article.

* 1. Timetable for Dispute-Resolution Procedures

The timetable for the procedures under this Section shall be as follows: the Dean’s declaration of disagreement with the members of the program shall occur no later than March 8; the three-member panel shall be constituted and shall complete its investigation and submit a written report by April 15; the Provost shall make a determination and, where required, submit their written reasons for their action by April 22 to the bargaining unit members of the program and the AAUP office.

* 1. Procedures for Filling a Vacancy

When a vacancy in the position of program director occurs, the Dean shall notify the members of the program and consult with them concerning such replacement. Such consultation shall include both the academic and administrative criteria to be used in filling the vacancy. The

Dean and the members of the program shall examine the credentials of applicants and interview candidates. Such consultation shall also include discussion of the candidates interviewed.

The Dean shall nominate a person to fill such vacancy. If the majority of the program does not concur with the Dean’s choice or nominee, the Dean shall nominate a second candidate. The majority of the program shall then choose between the two (2) nominees of the Dean to fill such a vacancy. The Dean may not nominate an incumbent director.

* 1. Acting Directors

The Dean may appoint an acting director after consultation with the members of the program for a period not to exceed one (1) year. In the event a vacancy still exists at the end of one (1) year, the Dean, with the consent of a majority of the program, and the approval of the AAUP, may continue the appointment of an acting director on a year-to-year basis. An incumbent director may not be appointed as acting director by the Dean. The acting director may be either a full-time or part-time member of the faculty and bargaining unit.

* 1. Notification of the Appointment of a Director

The Dean shall notify each member of the program of the appointment of a director or acting director.

* 1. Review and Approval of New Programs

Proposals for new programs must be submitted for review and approval by the appropriate Academic Policy Committee (“APC”). Proposals may be submitted by the Dean or by faculty members working as a group for the purposes of submitting a proposal. Proposals will include the following material for review:

* + 1. A list of the faculty who will constitute the faculty of the program along with the qualifications of that faculty (demonstrated scholarly activity, publications, workshops, course work, etc.). Evidence shall be provided that the submitting committee has attempted to recruit all interested and qualified faculty.
    2. A clear and concise statement of the academic need, purpose, and objectives of the program and why those objectives cannot be met by existing departments and programs.
    3. An analysis of potential student interest and the budgetary impact of the new program. Such budgetary analysis shall be in the form of a Resource Impact Statement consistent with the requirements of Article XIII(A). At a minimum, it will include additional faculty support, equipment, and additional library resources needed in order to offer the new program. The APC will also consider the Facility Monitoring Committee’s analysis of the impact of the proposal on the allocation and use of classroom and other physical spaces.
    4. The curricular requirements of the new program shall be described in detail. These shall include the courses which will comprise the program and

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whether they are existing courses that are to be cross-listed or new courses that would fall under the program’s workload. New course proposals must be included with the proposal, but will be reviewed for approval once the program is established. In addition, the requirements for the program’s major, minor, course tracks, concentrations, and/or certificates shall also be included. When reviewing program requirements and courses, the Academic Policy Committee should reference the standards and guidelines of the relevant national associations when such standards and guidelines are available.

* + 1. Programs established prior to September 1, 1999, shall be deemed to have been reviewed and approved without going through the above except that they shall follow the procedure in Section A(9)(a) above for the purpose of establishing the faculty of the program. Once that faculty is established, such programs shall be governed by majority vote as outlined below.
  1. Governance of a Program

The faculty of a program may include additional faculty who apply to be faculty of the program and are approved by majority vote of the current program faculty. Such additional names will be provided to the Dean so that an accurate list of the faculty of the program may be kept. It shall be the responsibility of the director to annually advise the faculty as a whole of their right to apply to be members of the program. Each September, any faculty member on such list who has not taught a course in the program during the preceding twenty-four (24) months and who is not scheduled to teach a course in the program during the upcoming academic year, shall be queried by the program director regarding their continuing interest in the program, and may be removed from such list by majority vote of the program’s faculty. Such removal shall not be deemed a disciplinary action. (All other removals will be deemed disciplinary actions subject to the grievance procedures in this Agreement.) This faculty will play the same role with respect to the running of a program as the faculty of a department plays in running a department. This includes proposing new courses to the Academic Policy Committee, proposing changes in the program requirements to the Academic Policy Committee, and development of a workload plan. All such action shall be carried out by majority vote at a meeting of the members of the program.

In addition, other members of the University community who do not hold faculty status may be asked to provide advice to the program. Such individuals will not have a vote in the governance of the program including election of a director, election of or removal of faculty of the program, curricula development, or workload.

* 1. Staff Support

The director of a program shall have access to their departmental secretary as well as other academic support services in order to carry out the work of the program.

1. Graduate Programs
   1. Definition

All graduate courses of study, certifications, and/or clusters of these, housed within a single graduate department shall be designated as “graduate programs” (the term “graduate program” within this Agreement shall be recognized as referring to such units). There shall be appointed or reappointed in accordance with the provisions of this Article a faculty member to be a lead person for each such graduate program, to be referred to as the director (or graduate program director). A single individual, whether or not a member of the bargaining unit, may be appointed to direct more than one program. Such directors who are members of the bargaining unit shall receive one (1) course reduction per regular academic year. Graduate program directors who are members of the bargaining unit and who are required to perform duties during the summer semesters shall receive extra compensation as negotiated and agreed to by the director and the Dean of their college or school.

* 1. Appointment of Director

The Dean of the college within which the graduate program is housed shall determine if the role of director of a graduate program is to be performed by the chairperson of the department or other administrative member of the faculty or by a full-time bargaining unit member within that graduate program. If the Dean determines that the director of a graduate program is to be a member of the bargaining unit, that individual shall be chosen from among the full-time bargaining unit members of the program in accordance with the provisions for the appointment, reappointment and review of a director of an undergraduate program outlined in this Article (A2 and, A3, A4, A5, A6). If the director of a graduate program is a member of the bargaining unit, they shall receive one (1) course reduction per regular academic semester. Such graduate program directors who are required to perform duties during the summer semester shall receive extra compensation as negotiated and agreed to by the director and the Dean of their college.

* 1. Role of the Director

The director of a graduate program is the faculty member with responsibility to provide leadership to carry out the administrative activities connected with that graduate program, including, but not necessarily limited to:

1. Revision of the Program curriculum to meet standards for professional accreditations, state licensing/certification standards and/or professional licensing/certification standards, and professional standards other than licensing or certification or for other reasons. All curricula changes must be approved by the department within which the graduate program resides and the appropriate APC.
2. Revision of catalog material in accord with curricular changes.
3. Development of workload, coordinating with other programs and the chairperson when necessary.
4. Student advising and student recognition/awards.
5. Program planning activities.
6. Identification, recruiting, orientation, and evaluation of the adjunct faculty in the program.
7. Chairing all meetings of the faculty attached to the program as

appropriate.

1. Implementation of program policies.
2. Assurance that the program is represented at open houses and

student orientations.

1. Maintenance of program records in coordination with the appropriate chairperson(s).
2. Preparation of reports pertaining to their program as required by accrediting agencies.
3. Establishing standards for practicums and internships and conveying them to the various field location sites.
4. Coordination of program internships.
5. Coordination with career development regarding placements for

their program.

1. Review of program students’ academic and professional

development, interviewing of students as necessary, and making decisions on matriculation/retention.

1. For all M.A. degrees, review of program applicants for comprehensive exams to assure they meet the qualifications, preparation of the comprehensive exams, and organization of the three (3) graders for the comprehensive exams.

program.

1. Clearing students in the program for graduation.
2. Handling inquiries from prospective students regarding the
3. Interviewing program applicants and making admittance decisions.

(The initial review of paper credentials is to be done by the chairperson of the department.)

1. Performing such closely-related tasks, miscellaneous tasks or functions as are reasonably required by the circumstances.

If there are other full-time faculty attached to the program, the director will provide leadership in these activities. The other full-time faculty attached to the program will provide help and assistance in accord with past practice in the University’s academic departments.

A graduate program director may be a non-bargaining unit faculty member and may coordinate any number or combination of graduate programs as they are defined above.