



CAMPUS MEMORANDUM

UNIVERSITY OF SOUTH ALABAMA

November 5, 1995

TO: Academic Deans and Faculty

FROM: John E. Morrow  
Interim Senior Vice President for Academic Affairs

The Faculty/Administrative Steering Team (FAST) has recommended the re-creation of the ad hoc Joint Policy Committee which was dissolved in 1991. Therefore, the Office of Academic Affairs is establishing the Academic Affairs Policy Committee to function as a working group to propose, negotiate, elaborate, and refine academic matters of concern. This Committee will be advisory to the Senior Vice President for Academic Affairs. The procedural guidelines for the Committee are attached and will be included in the next edition of the Faculty Handbook.

As you will note, the composition of the Committee is equally divided between the academic deans and the Faculty Senate as follows:

Dr. Victoria Rivizzigno, Chair, Faculty Senate  
Dr. Satya Mishra, Vice Chair, Faculty Senate  
Dr. J. Scott Carter, Past Chair, Faculty Senate  
Dr. Frank Bastian, Faculty Handbook and Policy Committee, Faculty Senate

I have appointed academic deans as follows:

Dr. Patsy Covey (4 year term - 1999) - Chair for 1995  
Dr. Carl Moore (3 year term - 1998)  
Dr. George Uhlig (2 year term - 1997)  
Dr. Larry Allen (1 year term -1996)

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## Procedural Guidelines for the Development of Academic Policy

The Academic Affairs Policy Committee is a joint committee of the Faculty Senate and the Council of Academic Deans initiated by and reporting to the Senior Vice President of Academic Affairs. The purpose of the Committee is to function as a working group to propose, negotiate, elaborate, and refine policy matters of concern. In order to systematize and thus facilitate the development of sound academic policies at the University of South Alabama, the following guidelines shall be observed:

1. Although proposals for academic policies may originate anywhere in the academic structure, academic policy statements will be issued by the Senior Vice President for Academic Affairs.
2. Proposed academic policy statements, wherever originated, shall first be directed to the Office of the Senior Vice President for Academic Affairs.
3. The Senior Vice President for Academic Affairs shall establish a joint committee consisting of four members of the Council of Academic Deans with staggered terms and the following Faculty Senate representatives: the Chair, Vice Chair, immediate Past Chair and Chair of the Faculty Handbook and Policy Committee for the purpose of facilitating academic policy development. The Committee will be chaired on alternate years by an Academic Dean appointed by the Senior Vice President for Academic Affairs and Chair of the Faculty Senate.
4. On years in which a Dean chairs the Committee, the Chair of the Senate will serve as Vice Chair and likewise, a Dean will serve as Vice Chair when the Committee is chaired by the Chair of the Senate.
5. The basic guide for the development of a comprehensive policy structure shall be the nascent edition of the Faculty Handbook. Using this document, the Academic Affairs Policy Committee may identify a sequence in which needed academic policies should be formulated and may identify appropriate points of origin for each.
6. Proposed academic policy statements shall be considered initially in the Academic Affairs Policy Committee, which may recommend approval, recommend rejection, or suggest modification. In the event rejection is recommended, the Committee shall return the proposal to the Senior Vice President for Academic Affairs together with rationale for its recommendation.
7. Proposed policy statements recommended favorably by the Academic Affairs Policy Committee, either as submitted or in modified form, shall be referred to both the Council of Academic Deans and the Faculty Senate for consideration. Both bodies are expected to pursue appropriate, timely, and ample consultation with departmental chairpersons and faculty, i.e., deans have direct responsibility for consulting chairpersons.
8. Should modifications to a proposed statement be suggested by the Council, the Senate, or both, the modified proposal shall be returned to the Academic Affairs Policy Committee, which shall attempt to reconcile the differences. The reconciled version shall be returned to both Council and Senate for concurrence. The Chair of the Committee will be responsible for insuring that consideration and action occur in a timely manner.
9. Should reconciliation prove impossible, the proposal in its several versions shall be returned to the Office of the Senior Vice President for Academic Affairs.
10. The final version of academic policy statements recommended favorably by both Council and Senate shall be forwarded to the Senior Vice President for Academic Affairs for Approval and promulgation, or for further transmission, if appropriate, to the President and the Board of Trustees. The Office of Academic Affairs will maintain an agenda of the matters considered and disposition thereof.
11. The Office of Academic Affairs will provide secretarial assistance as needed to the Committee.