

PROCESS TO BE USED TO PROMOTE CONSULTATION REGARDING ACADEMIC IT-RELATED DECISIONS AFFECTING MATTERS WITHIN THE SCOPE OF SHARED GOVERNANCE

The process was developed in response to [FS 10-27](#) “Consultation to Inform the Decisions Regarding Any Proposed Academic IT Changes Including Centralization of IT Resources, Infrastructure or Support Services”, which was approved by the Faculty Senate on April 15, 2010. The process was received by the Faculty Senate, October 21, 2010 ([FS 10-95](#)).

As directed by President Gonzalez (June 2, 2010), the Provost has established a process to assess possible outcomes of and thereby inform decisions regarding proposals pertinent to the provision of academic IT-related infrastructure and services, the implementation of which could impact significantly the conduct of faculty responsibilities within the shared-governance areas of curriculum and instruction and scholarly and creative activities.

General Approach:

The goal of the process described below is the *identification and mitigation*, to the extent possible, of significantly problematic elements, affecting the shared-governance areas noted above, of planned academic IT-related actions by the Office of Academic Affairs and/or the Division of Information and Resource Technology (IRT).

IRT will initiate the prescribed formal notification and feedback process when considering actions (e.g., change in campus learning management system) that fall demonstrably within the scope of shared-governance matters and possess potentially significant impact, as noted above. IRT also will make available to the Faculty Senate, through the Academic Information Technology Committee (AITC), the annual inventory of all campus-wide IT projects (e.g., conversion of graduate admissions recommendation process to electronic system) now proposed or begun and will provide updates to that inventory routinely. AITC will be asked to identify those projects that appear potentially to possess the impact described above. Based upon input from AITC, IRT will initiate the more formal notification and feedback process as appropriate. Finally, IRT will establish an online process by which to invite comments from faculty and staff members regarding its proposed actions that fall potentially within the scope of pertinent shared-governance matters, as noted above.

Similarly, the Office of Academic Affairs (including Academic Technology and Creative Services [ATCS]), the Colleges, and the Library will initiate the formal notification and feedback process when considering actions (e.g., changes in delivery of video-based instruction) that fall demonstrably within the scope of shared-governance matters and with potentially significant impact, as noted above. ATCS will establish an online process designed to update faculty and staff members of planned academic IT-related actions, not already included in the campus-wide inventory, being considered by Academic Affairs or its component Colleges and the Library.

Guiding Instructions:

1. Proposals initiated by the proposing unit (IRT, Academic Affairs [including ATCS], a College, or the Library) that fall within the scope of the above directive shall be shared with the potentially impacted parties (e.g., faculty and staff within a College; the entire faculty of the University) via transmission of the completed template shown below.
2. In line with formal shared-governance processes, a copy of the transmitted form shall be sent simultaneously to the Chair of the Faculty Senate.
3. The proposing unit shall permit three weeks after proposal notification for replies from potentially impacted parties before moving to the next step. Replies should describe in detail the potentially significant, problematic impact upon the conduct of the pertinent faculty responsibilities and offer suggestions for mitigation.
4. The proposing unit shall notify potentially affected parties of the implementation decision, including provision of the rationale underlying the decision, following the period allocated for feedback and shall copy the Chair of the Faculty Senate regarding the notification.
5. Three weeks shall be allotted the Faculty Senate, after date of notification, to provide feedback regarding potentially significantly problematic elements, pertinent to the conduct of faculty responsibilities, of the proposed action or the proposing unit's suggested mitigation efforts. Additional time for feedback may be requested by the Chair of the Faculty Senate and will be granted as appropriate.
6. Having considered all feedback and revised (or withdrawn) the proposal as necessary, the proposing unit may move forward with implementation, at its discretion, six weeks after the original notification of potentially affected parties (see item 1 above). Notice of final decision, including rationale, will be provided to the potentially affected parties with a copy to the Chair of the Faculty Senate.

Template (limit entire correspondence to two pages):

Proposed Change: *(State precisely the change that is proposed.)*

Rationale: *(State why the proposed change is necessary or desirable.)*

Potentially Impacted Party: *(Identify campus entities likely to be affected.)*

Potential Impact: *(State potentially significant impact upon the conduct of faculty responsibilities within the shared-governance areas of curriculum and instruction and scholarly and creative activities.)*

Feedback date: *(State date by which and email address to which feedback should be directed).*