**Proposing Revisions to**

**Departmental Governance Documents**

Current procedures for the approval of revised departmental governance documents have been in place since 2011 following a pilot project of several units to test the procedures. Our continuing goals for the approval process in the Office of Academic Affairs are to:

(1) Verify alignment with University guidelines and governance documents;

(2) Ensure compliance with appropriate contracts and collective bargaining agreements; and

(3) Make recommendations and/or provide examples from other units that help clarify or streamline proposed revisions.

All proposed revisions to departmental guidelines must receive OAA approval before implementation. We ask that you use the “track all changes” feature in WORD to document the review process. Questions may be directed to Hannah Miller [hmm9@pdx.edu](mailto:hmm9@pdx.edu).

All revised documents must include the following information:

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| --- |
| **School/College:** |
| **Unit Name:** |
| **What prompted the proposed revision(s) to your unit’s Departmental Governance documents**? |
| **Briefly describe your unit’s established process for making revisions to its governance documents?** |
| **Was this process followed?** |
| **If the established process was not followed, why was it not followed?** |
| **Who should be contacted to answer questions or consult with OAA?** |
| **Provide the following documents with this completed template (please check each item):**   * A copy of the current approved departmental governance document with attached signature sheet. * A copy of the revised governance document that clearly shows the proposed revisions using track changes or if the proposed change(s) is small or isolated to a specific section of the document, by highlighting the change(s) in yellow.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Once feedback has been provided on the proposed changes, the faculty have voted to adopt the changes and the Dean approves (all are in agreement with the final draft), please provide a clean copy of the proposed revised governance document that includes the (attached) signature page, signed and dated by the chair or chair equivalent and the dean. |
| **Department/Faculty Vote to adopt proposed changes Date:** |
| **Department Chair or Chair-equivalent Signature/Date:** |
| **Dean Signature/Date:** |

**Signature Page**

[Unit Name]

[Document Name]

Revised [Date]

Department/Division Chair Date

Dean Date

**Academic Affairs Approval:**

Vice Provost for Academic Personnel and Leadership Development Date