

The Radford University Internal Governance Decision Matrix for Academic Affairs

(Draft: 5 November 2009, amended 3 December 2009)

Purpose

Action authority for IG committees in this matrix is assigned in accordance with the duties specified for them in the corresponding subparagraph of Part IV, Paragraph B of the Internal Governance Document. Action authority for administrators is delegated to them in accordance with Part II, Paragraph C of the Internal Governance Document. The purpose of the IG Decision Matrix is to facilitate collaboration and cooperation among Academic Affairs units and administrators in following the Internal Governance Document. The matrix will promote informed policy making, foster consensus, and ensure that all appropriate constituencies have a role in shaping decisions.

Academic Affairs Proposals

Any action affecting the structure, programs, or curriculum of one or more academic affairs units of Radford University may be taken only in consequence of a proposal adopted using the appropriate Internal Governance (IG) path as set forth in the IG Decision Matrix for Academic Affairs.

Constituencies with action authority over a proposal in a given category are indicated in the IG Decision Matrix by having a number in their column on the row of the corresponding action category. The number also indicates the order in which action is taken by that constituency with respect to other constituencies. Constituencies with the same number take action simultaneously.

A plan for any action that falls within the description of the previous paragraph will hereinafter be referred to as an Academic Affairs *proposal*. A proposal must be limited to a single Action Category on the IG Decision Matrix. Such a proposal may be introduced only by a constituency that will have action authority over the proposal (within the corresponding action category), and any constituency with action authority in a given action category may introduce a proposal in that category.

Proposals must be introduced in writing, and will immediately be published on the web site of the Office of the Provost. The form of the proposal must satisfy such requirements as may be set by any constituency having Decision authority over the proposal (for example, the format required by curriculum committees in the case of a course proposal). At a minimum, proposals must include a summary, a precise and complete description, a rationale, and an analysis of the impact on affected programs, constituencies, and budgets.

It is the responsibility of the constituency introducing a proposal to provide a copy of the proposal in Portable Document Format (PDF) to the Office of the Provost, and to send memos notifying every constituency with Action Authority in the Decision Matrix path for the proposal. The provost and any dean with action authority over the proposal will be notified directly of any proposal with significant budgetary consequences.

Any proposal that involves newly offering a program at an alternative site or through alternative delivery models must be reviewed by the SACS/COC liaison and the Distributed Learning Director

before it is sent from the department chair to the dean.

Categories of Action Authority

There are four categories of action authority; Review-and-Comment, Decision, Execution, and Approval. Generally, these categories form a hierarchy in which greater powers of action subsume lesser ones. Therefore, every constituency with action authority has Review-and-Comment authority. A constituency with Execution or Approval authority also has Decision authority.

A constituency with Review-and-Comment authority has the obligation to provide a written review of any proposal that comes before it, except when it has itself introduced the proposal. Such a review should address the "pros and cons" of the proposal from the perspective of that constituency and include a summary recommendation which may be to adopt or not adopt, and in either case may include suggestions for changes to the proposal. If the constituency is a voting body, the review should be made in the form of a resolution to recommend ultimate adoption or non-adoption of the proposal. The written review must be appended to the proposal when it is forwarded to the next constituency, and a copy must additionally and simultaneously be sent to each constituency that has previously taken action on the proposal.

A constituency with Decision authority, in addition to its Review-and-Comment, must determine whether to forward the proposal or veto it. If the constituency forwards the proposal to the next constituency in the IG path, then this is no different from Review-and-Comment. If the constituency chooses to veto the proposal, then the procedures outlined below for vetoes and appeals must be followed. Constituencies with Decision authority are indicated by a letter D next to the number for that constituency in the path. With the exception of curriculum committees, IG committees are generally not given decision authority. **Administrators will automatically veto any proposal for a new course or for a change to an existing course if it receives a negative recommendation from a college or IG curriculum committee with authority over the proposal.**

A constituency with Execution authority must take or delegate all needed steps to implement the proposal upon final approval, in addition to fulfilling her/his Review-and-Comment and Decision obligations. This authority is indicated by the letter E.

Constituencies with Approval authority are generally the administrators above the constituency with Execution authority, as well as the University President, the Board of Visitors, or external agencies. A constituency with Approval authority has a Decision obligation, but Review and Comment is at the discretion of the constituency, and its only responsibility *vis-à-vis* implementation is generally in an oversight capacity. This authority is indicated by the letter A.

Constituencies that must be notified of approved proposals but do not otherwise have action authority are indicated by the letter N.

Vetoes and Appeals

Any constituency with Decision authority over a proposal may veto that proposal. Vetoes by IG committees and senates with approval authority granted by the Internal Governance Document may not be appealed. Vetoes made by administrators with Decision authority may be appealed. The following table summarizes the veto/appeal relationship among constituencies for vetoes made by administrators.

Veto made by...	Appeal may be prepared by...	Appeal made to...
Department Chair	Department Faculty	College Dean
College Dean	Department Chair	Provost
Provost	Faculty Senate	President

Appeals must be written. The appellate constituency may (1) reverse the veto, which has the effect of nullifying the adverse decision of the vetoing administrator and allows the proposal to proceed as normal along the IG path specified by the Decision Matrix, (2) offer the constituency making the appeal the opportunity to resubmit the proposal to the vetoing administrator and all lower constituencies with specific amendments (see below), or (3) uphold the veto with or without comment. The decision of the appellate authority is final.

Only constituencies with Decision authority may make substantive changes to a proposal, and then only as recommendations included in a veto of the proposal, or in a decision upholding a veto on appeal. The proposal must then be reviewed by each previous constituency in the same order as for the original proposal. Those with Review-and-Comment authority will comment on the new recommendations (only), and those with Decision authority will in addition exercise that authority with respect to the new recommendations (only). This process will occur on an expedited timeline (see below).

Timelines

In accordance with Paragraph III.F of the Internal Governance Document, if a constituency with authority over a proposal has failed to fulfill its function with respect to that proposal within 20 class days of the action of a previous authority in the matrix path, the proposal may bypass that constituency and be acted upon by the next constituency in the path. A constituency with authority over a proposal that has been resubmitted with changes in consequence of a veto will have 10 days to take action on the proposed changes to the proposal before being bypassed. If a proposal must be acted upon by the university by a date fixed by an external authority (such as a state-imposed budget reversion) so that the standard timeline may not be followed, then the proposal must be introduced at the earliest possible date by the administrator with executive authority for the proposal, and each constituency with action authority over the proposal will be given such a time-frame in which to act as will allow each constituency an equal opportunity to fulfill its authority.

	Constituencies																
Action Category	Dept Curr. Com(s)	Dept Chair	College Curr. Com	Coll. Dean	Grad. Affairs Council	Grad. Dean	Progrm Review Comm	Professional Educ Comm	General Educ Advisory Comm	Under-grad Curr & Catalog Review Comm	SGA	Faculty Senate	Provost	Pres.	BOV	SCHEV	SACS-COC Distributive Education
New UG Degree Program	1 ¹	2 ¹ D	3	4 D				5		5	5	8	9 E	10 A	11 A	13 A	3 C & final if substantive change
New GR Degree Program	1 ¹	2 ¹ D	3	4 D	5	6 D		7			7	8	9 E	10 A	13 A	14 A	3 C & final if substantive change
Degree program in a totally New UG area	1 ¹	2 ¹	3	4 D				5		5	5	6	7 E	8 A	9 A	10 A	3 C & final. Requires site visit & application if new degree level, or prospectus if expansion at highest degree level (Level 5)
Degree program in a totally New Graduate area (e.g., DPT, MOT, Pharm.D.)	1 ¹	2 ¹	3	4 D	5	6 D		7			7	8	9 E	12 A	13 A	14 A	3 C & final. Requires site visit & application if new degree level, or prospectus if expansion at highest degree level (Level 5)
A new GR Course	1 D	2 E	3 A	4 A	5	6 A		7					8 A				
A new UG Course	1 D	2 E	3 A	4 A				5	5	5			8 A				
A GR Course Change	1 D	2 E	3 A	4 A	5	6 A		7					8 A				
A UG Course Change	1 D	2 E	3 A	4 A				5	5	5			8 A				
New UG Minor	1 D	2 E	3 A	4 A						5		6 ²	7 A				

Action Category	Dept Curr. Com(s)	Dept Chair	College Curr. Com	Coll. Dean	Grad. Affairs Council	Grad. Dean	Progrm Review Comm	Professional Educ Comm	General Educ Advisory Comm	Undergrad Curr & Catalog Review Comm	SGA	Faculty Senate	Provost	Pres.	BOV	SCHEV	SACS-COC Distributive Education
New UG Certificate	1 D	2 E	3 A	4 A				5		5	5	6	7 A	8 A			
New GR Certificate	1 D	2 E	3 A	4 A	5	6 A		7		7	7	8	9 A	10 A			
New concentration in existing UG program	1 D	2 E	3 A	4 A						5		6 ²	7 A				
New concentration in existing GR program	1 D	2 E	3 A	4 A	5	6 A						6 ²	7 A				
New or modied entry requirements into a UG degree program	1 D	2 E	3	4 A						5	5	6	7 A	8 A			
New or modified entry requirements into a GR degree program	1 D	2 E	3	4 A	5	6 A		7			7	8	9 A	10 A			
Change requirements in existing UG degree or certificate programs	1 D	2 E	3 A	4 A						5	5	6	7 A	8 A			3 C & final if changes constitute substantive change or significant departure from existing program

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Change requirements in existing GR degree or certificate programs	1 D	2 E	3 A	4 A	5	6 A		7			7	8	9 A	10 A			3 C & final if changes constitute substantive change or significant departure from existing program
Rename a degree or certificate program	1 D	2 E	3	4 A	5			5		5	5	6	7 A	8 A	9 A	10 N	
Change significantly the length to degree of a UG program	1 D	2 E	3 A	4 A						5	5	6	7 A	8 A	9 A	10 A	ASAP 3 C & final. Requires SACS Approval before implementation
Change significantly the length to degree of a GR program	1 D	2 E	3 A	4 A	5	6 A		7			7	8	9 A	10 A	11 A	12 A	ASAP 3 C & final. Requires SACS Approval before implementation
Change significantly an Articulation Agreement with a VCCS institution	1	2 E		3 A									4 A	5 A			2 R
Change significantly an agreement with an International Education Partner Institution	1	2 D		3 E									4 A	5 A			2 R

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A new department or school	1 ¹	2 ¹	3 ¹	4 ¹ D	5	6		7		7	7	8	7 E	8 A	9 A	10 N	No, unless creation of new degrees or curricular changes
A new college	1 ¹	2 ¹	3 ¹	4 ¹	5	6		7		7	7	8	7 E	8 A	9 A	10 N	No, unless creation of new degrees or curricular changes
Eliminate an existing department or school	1 ¹	2 ¹	3 ¹	4 ¹ D	5	6	7	7	7	7	7	8	7 E	8 A	9 A	10 N	No, unless creation of new degrees or curricular changes
Eliminate an existing college	1 ¹	2 ¹	3 ¹	4 ¹	5	6	7	7	7	7	7	8	7 E	8 A	9 A	10 N	No, unless creation of new degrees or curricular changes
Separate existing discipline degrees within a Department to separate departments or other academic units	1 ¹	2 ¹	3 ¹	4 ¹ D	5	6	7	7	7	7	7	8	9 E	10 A	11 A	12 N	No
Split an existing College into new academic units	1 ¹	2 ¹	3 ¹	4 ¹	5	6	7	7	7	7	7	8	9 E	10 A	11 A	12 N	No
Merge degree Programs	1 ¹	2 ¹	3 ¹	4 ¹ D	5	6	7	7	7	7	7	8	9 E	10 A	11 A	12 N	3 C & final as this may involve substantive change

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Merge Departments	1 ¹	2 ¹	3 ¹	4 ¹ D	5	6	7	7	7	7	7	8	9 E	10 A	11 A	12 N	No
Rename a department or school	1 ¹	2 ¹ D	3 ¹	4 ¹ D	5	6		7	7	7	7	8	9 E	10 A	11 A	12 N	
Rename a college	1 ¹	2 ¹	3 ¹	4 ¹ D	5	6		7	7	7	7	8	9 E	10 A	11 A	12 N	
Create a College Institute or Center	1 ¹	2 ¹	3 ¹	4 ¹	5	6		7	7	7	7	8	9 E	10 A	11 A	12 N	3 C & final if instruction is to occur at an alternative site
Create a University Institute or Center	1 ¹	2 ¹	3 ¹	4 ¹	5	6		7	7	7	7	8	9 E	10 A	11 A	12 N	3 C & final if instruction is to occur at an alternative site
Initiate off-campus sites where students will not be able to obtain 50% of the credits toward a degree or certificate ^[1]	1 ¹	2 ¹	3 ¹	4 ¹	5	6		7		7	7	8	9 E	10 A	11 A	12 N	3 C & final because in some cases it requires notification but not approval from SACS
Initiate off-campus sites where students can obtain 50% or more credits toward a degree or certificate	1 ¹	2 ¹	3 ¹	4 ¹	5	6		7		7	7	8	9 E	10 A	11 A	12 N	3 C & final. This is a substantive change that requires prior approval & site visit up to a certain number

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Initiate or expanding distance-learning programs offered electronically	1	2 D	3	4 E	5	6		7		7	9	10	11 A	12 A	13 A	14 N	3 C & final. May require notification or substantive change approval, depending on program & mode of delivery
Initiate existing programs/courses delivered through contractual agreement or consortium	1	2 D	3	4 E	5	6		7		8	9	10	11 A	12 A	13 A	14 N	3 C & final. Substantive Change that requires notification and/or approval depending on specific arrangements
Discontinue an Undergraduate Degree Program	1 ¹	2 ¹	3 ¹	4 ¹ D	5	6	7		7	7	7	8	9 E	10 A	10 A	11 A	Final for teach out verification
Discontinue a Graduate Degree Program	1 ¹	2 ¹	3 ¹	4 ¹	5	6 D	7		7	7	7	8	9 E	10 A	10 A	11 A	Final for teach out verification
Suspend Enrollments in existing Undergraduate Degree Program	1 ¹	2 ¹	3 ¹	4 ¹ D	5	6	7		7	7	7	8	9 E	10 A	10 A	11 A	Final for teach out verification
Suspend Enrollments in Existing Graduate Degree Program	1 ¹	2 ¹	3 ¹	4 ¹	5	6 D	7		7	7	7	8	9 E	10 A	10 A	11 A	Final for teach out verification

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Discontinue a concentration in existing Undergraduate degree or certificate program	1	2 D	3 D	4 E	5	6	7		7	7	7	8	9 A	10 N	10 N	11 N	
Discontinue a concentration in existing Graduate degree or certificate program	1 ¹	2 ¹	3 ¹ D	4 ¹	5	6 E	7		7	7	7	8	9 A	10 N	10 N	11 N	
Discontinue an Articulation Agreement with a VCCS institution	1	2 D	3	4 E									4 A	5 A			2 R
Discontinue an agreement with an International Education Partner Institution	1	2 D	3	4 E				5					6 A	7 A			2 R

Footnotes: 1) Includes all academic units making an instructional contribution to the program(s) affected. 2) Only in cases when multiple academic units are affected or involved.