

September 2, 1994

To: «dean»

From: James P. Chapman

Subject: Revisions on Rules of Procedure

Several years ago Dr. Wethington wrote to each of the Chancellors asking that they update the rules of procedure for each college, school, and department. In that letter he called for an annual reminder to administrators to submit any changes in the unit's established documents. This is the reminder for this year and also a call for a thorough updating and improving of these important, procedural guidelines.

I recently have had the good fortune to have someone with a legal background and a propensity for reviewing such documents to be working with me. We have carefully gone over the rules documents to compare them to the Administrative and Governing Regulations. In addition sometime ago several conscientious faculty members invested their time in critiquing your rules and giving me thought-provoking comments on how to improve them. The work of both the staff member and the faculty has been of immeasurable help on a rather tedious task. One of them has likened review of these documents to "reading the US Code" and the other equated it to "root canal work."

Using these resources we have prepared the attached analysis on the rules in your college. You are not alone in needing to revise your rules; the analysis indicates that all of the documents submitted, in varying degrees, need revision. We need to move now to improve and get a good set of rules on record.

Attached is a checklist my office used to evaluate the rules of procedures. We have used it to ascertain how well the rules you submitted conform to the pertinent Governing and Administrative Regulations and to determine if improvements could be made to better meet the needs of the faculty. We have noted whether something is required (R) or optional (O) and whether it has been included and satisfactorily done (Y) or not (N).

We also have included a lined set of pertinent regulations for your reference. Your faculty will need to familiarize itself with these regulations before it revises its rules.

Also attached are some comments we prepared on the rules of your unit. The principle we have used is that faculty members should be treated fairly and have the

involvement to which they are entitled, in keeping with both the letter and the spirit of the regulations.

The evaluations I give may be open to debate. If so, please debate me. We want to get these rules finished and on file before this semester is over. It would be good to get these revisions done no later than October 15 so the faculty can use them as a basis for operation in this academic year. If this is unreasonable, please let me know when your rules will be finished.

I also ask that by September 9 you provide me with the name of a contact person for your college. This person will be responsible for making sure that your final, college/department rules conform to the AR's and GR's. I would be glad to meet and discuss this task with that individual if he or she or feels it would be helpful.

Your approval of the rules are necessary before they come to the Chancellor for final approval.