



President of the
Faculty Senate

TO: Zulma Toro, Executive Vice Chancellor and Provost

FROM: Andrew Wright, President of the Faculty Senate 

SUBJECT: Governance Document Process Management

DATE: August 25, 2014

The Faculty Governance Committee met on 11/1/2013 and agreed to the following changes to the implementation of the UALR Constitution's governance process. This memo is a formal communication of these implementation details.

It was agreed that academic units (e.g., departments, colleges) should submit their documents to the Provost's office for logging, and the Provost's office will deliver documents to each appropriate review step as specified in the UALR Constitution”

“The governance document shall be submitted for review first to the dean, then simultaneously to the Vice Chancellor and Provost and to the Faculty Governance Committee, and finally to the Chancellor for approval. The review of governance documents must occur during the regular nine-month academic year. Each review shall be accomplished within 30 calendar days and comments from the reviewers shall accompany the document as it is forwarded throughout the review and approval process. Upon the agreement of the dean, provost, and two representatives of the faculty governance committee, the review time may be extended to ninety days.”

The Provost's office will verify the appropriate signature at each step and log the date when it received that signature. The cover sheet at the back of the 11/2/2010 memo “Departmental Governance Document Checklist” (located on the web at:

<http://ualr.edu/policy/files/2012/02/Departmental-Governance-Document-Checklist-11.2.2010.docx>) must accompany the document.

If a document is delivered to a step in the review process and the responsible party does not respond within the window (or apply for an extension), it will be assumed that the document is “OK as is.”

A sample flow for a college governance document would be as follows:

College assembly approves document. College President signs cover sheet and delivers document to the Provost's Office.

Provost's Office logs document and delivers document to College Dean's office for review. College Dean's Office forwards signed document to Provost's Office for logging within 30 calendar days.

Provost's Office delivers document to Faculty Governance Committee. Faculty Governance Committee and Provost perform simultaneous reviews and deliver signed document to Provost's Office for logging within 30 calendar days.

Provost's Office submits document to the Chancellor.

If an academic unit wishes to stop the process at any point, it may withdraw it's document from consideration.