

**Policy on Faculty Role in Developing
the Academic Calendar
(Approved June 22, 2006)**

Calendar Process

Under normal circumstances, it is appropriate that the academic calendar be developed by the Office of Faculty Affairs, in consultation with the Educational Policies Committee and the Executive Committee of the Senate. On the other hand, when calendar recommendations require changes in the basic format of the calendar that impact the curriculum or other educational functions of the University, the faculty must be more actively involved. In these cases, the Executive Committee of the Senate in consultation with the President will appoint an *ad hoc* committee to examine the rationale for these changes, explore alternatives, and propose guidelines for development of the academic calendar from that point forward. The *ad hoc* committee may also be convened when the Executive Committee or the Senate perceives a need for reconsideration of the calendar format.

Composition of the Ad Hoc Calendar Committee

The membership of the *ad hoc* committee shall include:

- 1) four faculty members (with no more than one from any one College) appointed by the Senate Executive Committee from the following committees :
 - Educational Policies Committee,
 - Educational Resources Committee,
 - Extended Learning Committee,
 - Senate Executive Committee;
- 2) the Associate Vice President for Faculty Affairs or designee;
- 3) the Associate Vice President for Human Resources or designee; and
- 4) the President of Associated Students or designee.

General Charge to the Committee

The Committee will propose policies and parameters for the University academic calendar as directed by the Executive Committee. The committee will report its findings to the Educational Policies Committee, the Senate Executive Committee, and the Faculty Senate for approval. Recommendations for change should be sent to EPC no later than November of the fall semester two years in advance of the fall semester when the proposed changes would take effect. Upon Senate approval, the report will be forwarded to the President as a policy recommendation.