Overview and Timeline / Procedure for Article 9 Process

- Article 9 pertains to: Initiation, merger, reduction or elimination of:
  - Academic Degree Programs
  - Academic Departments / Schools or Library Affairs Unit
- “Affected Faculty” are FA-represented Faculty with voting rights in Affected Department / School or Library Affairs Unit. For purposes of interdisciplinary degree program proposals, affected Faculty shall also include those who hold cross-appointment in the Affected department/school or Library Affairs unit(s).
- “Affected Department / School / Library Affairs Unit is defined as:
  - a department/school(s) that will be merged or reduced
  - a department/school(s) that either house(s) or will house the proposed academic degree program change;
  - a department/school(s) whose faculty workload/assignment, resources, or the status of faculty lines will be significantly altered by the program change.
- Proposal Development Phase (see section 9.03)
  - Proposals can be initiated by administrators or Faculty
  - Development of proposals should follow departmental / college operating paper requirements as appropriate
  - For Faculty-initiated proposals, administrators may provide consultation, feedback and information, but shall not impede process.
  - If proposal involves initiation of interdisciplinary program or a merger of departments / schools, faculty from all affected departments / schools shall have opportunity to participate in proposal development process.
- A written proposal must ultimately be produced. Article 9 requires, minimally, that the following 7 components be included (we recommend organizing the proposal document around these 7 components).
  a) Description of the proposed change(s);
  b) Rationale;
  c) Impact on Faculty lines and Faculty workload (including redistribution of work);
  d) Impact on students (e.g., recruitment, retention, and placement) and ability to maintain curricula, particularly in the case of mergers;
  e) Estimated financial costs or savings, including source(s);

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1 This document is a guide to / summary of the contractual provisions in Article 9 of the Collective Bargaining Agreement with the SIUC Faculty Association. In the event of any conflict, the Collective Bargaining Agreement provisions take precedence.
2 reducing a department by separating, severing, or removing a program, but not eliminating it
3 associates, bachelors, masters, and doctoral degrees
4 For interdisciplinary degree program proposals, affected Faculty shall also include those who hold cross-appointment in the Affected department/school or Library Affairs unit(s)
f) Comparison of similar programs at peer institutions (when applicable and available); and

g) Possible consequences of the proposed change on the University’s Carnegie Research status.

**RME / NUI or other forms may be included with the written proposal but may not substitute for the proposal.**

- Written proposal is presented, discussed and (possibly) revised with requirements as below: *(See Section 9.04)*
  - An appropriate administrator coordinates implementation of 9.04.
  - Written proposal (along with required notifications right to provide written dissenting opinions and responses) is provided to all affected faculty, relevant administrators and the FA president.
  - Administrator schedules meetings to allow for discuss of proposal:
    - One or more meetings for faculty in affected units, with non-bargaining unit administrators absent.
    - One or more meetings for faculty in affected units, with relevant administrator(s) present.
  - The scheduled meetings shall allow for:
    - Questions and clarifications posed from affected Faculty;
    - Anonymous non-binding vote(s) and anonymous feedback; and
    - Written drafts from Faculty or administrators to further develop or revise the proposal.

- Timeline for the meeting / dialogue process
  - No more than 90 days after distribution of written proposal
  - Proposal may move forward prior to 90 days upon 60% majority vote of affected faculty in each affected unit.
  - After 90 days, proposal advances automatically, UNLESS 60% majority vote by affected faculty in each affected unit to extend discussion period by 30 days.
  - At end of any 30 day extension, proposal automatically advances.

- Any dissenting opinions / written responses must be received within 7 days of conclusion of the discussion/dialogue process.

- All documents created / contributed during the process are assembled. This packet is referred to the **Program Change Plan.** Relevant documents include, but are not limited to:
  - The proposal
  - Results of non-binding votes
  - Dissenting Opinions
  - Written Responses
  - Formal University Proposal Forms (e.g., RME, NUI)

- Program Change Plan is submitted to department / college curriculum committee for review as appropriate (with possible departmental modification), then to APAP office for informal review (again, with possible modification).
• Final Program Change Plan is Presented for Discussion and Vote *(Section 9.05)*
  o Appropriate Administrator submits final plan to APAA office
  o Appropriate Administrator ensures Faculty in affected units have electronic access to final change plan.
  o APAA provides Plan (and affected unit vote deadlines) to the Association President
  o APAA provides deadline for vote to Affected Units
  o Faculty Association has minimum of 7 days following Faculty vote to submit a review.
  o Administrator in each affected unit calls vote to discuss Plan.
  o If multiple units are involved, an additional meeting will be called for all affected faculty from all affected units to attend.
    ▪ Faculty may invite administrators, by majority vote
    ▪ Faculty may keep minutes by majority vote
  o Following Meeting(s), vote is scheduled:
    ▪ Voting occurs in each affected unit
    ▪ Specific time and place to vote
    ▪ Secret Ballot
    ▪ Proxy votes allowed as per Operating Papers
    ▪ Vote immediately tabulated in presence of Faculty
  o Summary of Vote, Minutes, unit report (including minority reports, letters of support, etc, if any) forwarded to APAA, who forwards to Senate/Council and Faculty Association.
• If substantive changes occur after Senate / Council review, the revised plan is represented to faculty *(Section 9.05)*
• After final approval, APAA provides notification to Faculty Association.