

### **SECTION 3**

## **PROCESS FOR HANDBOOK MODIFICATION AND REPORTING POLICY VIOLATIONS OR PROCEDURAL NON-COMPLIANCE**

The Handbook modification process specified in this section shall apply to all amendments to the Handbook. Unless exceptional circumstances exist, the Board intends the following process to be utilized prior to its consideration of proposed Handbook modifications.

### **3.1 ROLE OF THE HANDBOOK COMMITTEE**

Commencing at the beginning of the fall semester of each academic year, the Handbook Committee shall meet on a regular basis to review the Handbook and discuss possible revisions. The Handbook Committee shall consider proposed Handbook revisions suggested by individual committee members or any CSM-affiliated individual or group and make recommendations thereon to the President. All such suggestions from CSM-affiliated individuals or groups should be submitted in writing to the Office of Academic Affairs for distribution to Handbook Committee members. If the Handbook Committee regards a set of recommended Handbook modifications to be sufficiently comprehensive, it shall suggest to the President that a new edition of the Handbook be published. All proposed modifications to the Handbook that have been recommended by the Handbook Committee shall be forwarded to the President, the Faculty Senate, and the Administrative Faculty Council for review and comment. If the Faculty Senate or the Administrative Faculty Council are opposed to any Handbook modification proposed by the Handbook Committee, the disputed issue shall be referred back to the Handbook Committee for discussion and reconsideration. If a consensus cannot be reached after appropriate discussion between the Handbook Committee and the opposed group, a conciliation committee shall be appointed as set forth in subsection 3.4 below. [The status, role, and membership of the Handbook Committee is defined in subsection 12.4 below.]

### **3.2 ROLE OF THE FACULTY SENATE**

All recommended modifications to the Handbook shall be forwarded by the Handbook Committee to the Faculty Senate for review and comment. The process of Faculty Senate review shall take place as soon as practicable, but in no case shall the entire process exceed thirty days. If the Senate does not formally respond to the forwarded material within the above time frame, its acquiescence shall be presumed. If the Senate regards any proposed Handbook modification as unacceptable, it shall prepare a written statement containing its specific objections to the proposed material and deliver it to the Handbook Committee for discussion and reconsideration. If after further deliberations the Handbook Committee declares an impasse regarding the disputed issue, a conciliation committee shall be appointed as set forth in subsection 3.4 below.

### **3.3 ROLE OF THE ADMINISTRATIVE FACULTY COUNCIL**

All recommended modifications to the Handbook shall be forwarded by the Handbook Committee to the Administrative Faculty Council for review and comment. The process of Administrative Faculty Council review shall take place as soon as practicable, but in no case shall the entire process exceed thirty days. If the Council does not formally respond to the forwarded material within the above time frame, its acquiescence shall be presumed. If the Council regards any proposed Handbook modification as unacceptable, it shall prepare a written statement containing its specific objections to the proposed material and deliver it to the Handbook Committee for discussion and reconsideration. If after further deliberations, the Handbook Committee declares an impasse regarding the disputed issue, a conciliation committee shall be appointed as set forth in subsection 3.4 below.

### **3.4 CONCILIATION COMMITTEE**

#### **3.4.1 Status, Role and Membership**

A Conciliation Committee shall be appointed on an *ad hoc* basis to attempt to forge a compromise if the Faculty Senate or the Administrative Faculty Council regards a recommended modification to the Handbook as unacceptable and further informal discussion proves unfruitful. The Conciliation Committee shall consist of five members appointed as follows: two academic faculty members, who are not members of the Faculty Senate or the Handbook Committee, shall be appointed by the Faculty Senate to represent its views; one administrative faculty member, who is not a member of the Administrative Faculty Council or the Handbook Committee, shall be appointed by the Administrative Faculty Council to represent its views; one member of the Handbook Committee shall be appointed by the Committee to represent its views; and one exempt employee, who is not a member of the Faculty Senate, the Administrative Faculty Council, or the Handbook Committee, shall be appointed by the President.

#### **3.4.2 Operating Procedure**

Conciliation Committee members shall meet among themselves, as well as with representatives of the Faculty Senate, the Administrative Faculty Council, and the Handbook Committee, as appropriate, to discuss the proposed Handbook modification(s) at issue and possible compromise provisions. If no acceptable compromise can be reached within thirty days from the date of its appointment, the Conciliation Committee, by majority vote, shall issue its own recommendation to the President regarding the proposed modification(s). Any other affected individual or group who is dissatisfied with the Conciliation Committee's recommendation may submit an independent recommendation to the President on the subject of the proposed Handbook modification.

### **3.5 BOARD APPROVAL PROCESS**

The President shall be responsible for submitting proposed Handbook modifications to the Board for its approval. The President, through the Handbook Committee, shall notify the Faculty Senate and the Administrative Faculty Council when any proposed Handbook modification is submitted to the Board for approval. Any individual or group affected by a proposed Handbook modification shall have the right to submit written comments or suggested alternatives to the Board for its consideration. Pursuant to Colorado law, the control and management of CSM is vested in the Board, which possesses the exclusive authority to approve all material contained in the Handbook. Therefore, no modifications to the Handbook shall be effective until Board approval is obtained.

### **3.6 REPORTING POLICY VIOLATIONS AND PROCEDURAL NON-COMPLIANCE**

The University expects Mines' community members to adhere to applicable University policies and procedures, including those set forth in this Handbook. Many University policies provide internal mechanisms for reporting policy violations and procedural non-compliance. However, Mines community member who has reason to believe that University policies or procedures have been violated may also report such concerns through the confidential tool [SpeakUP@Mines](mailto:SpeakUP@Mines).