



RCAH Consultation Process

Committees Involved: University Committees on Faculty Affairs; Faculty Tenure; Academic Governance; Undergraduate Education; and Curriculum.

Consultation Window: Feedback should be submitted by Friday, April 25th.

Thursday, April 3rd, 2025: Initial communication is sent out with attachments.

Friday, April 25th, 2025: Deadline for members to submit feedback and for Chairs to submit committee discussion summaries.

Relevant Bylaws: The consultation process follows Bylaw 3.4.2.4., which states:

The Steering Committee shall advise the Provost regarding the appropriate faculty, academic, and student governance bodies, if any, to consult on proposals for establishment, moratorium, discontinuance, or merger of basic academic units, including departments, schools, institutes, colleges, and the Graduate School.

Consultation is defined by Bylaw 1.3.1.:

Consultation — *A body of faculty or students consults with and informs an administrator who has authority and responsibility to make a decision. Such a committee is not a deliberative body; it does not vote. Rather, the members express their views to inform an administrator's decision.*

Consultation Process:

1. Communication and distribution of attachments (Thursday, April 3rd)
 - Committees will receive a formal communication outlining the consultation request, along with the committee report and other background materials.
2. Committee discussion
 - Each committee will hold a discussion to review the proposal and consider its implications.
3. Qualtrics Feedback Form
 - Committee members will submit their individual feedback through a Qualtrics survey.
4. Summary Report by Committee Chairs
 - Chairs will compile a summary of the committee's discussion and submit it through a Qualtrics survey.

Attachments:

1. Preliminary report
2. Memo from the Provost to the Chair of the Steering Committee
3. RCAH consultation process document