

Purdue University Global

Academic Governance Manual

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1 Introduction

1.1 Introduction and Purpose of the Academic Governance Manual

The Academic Governance Manual is the guiding document for the academic governance of Purdue University Global (the “University” or “Purdue Global”). It addresses the University’s governance structure, role of Faculty, communication, governance committees, key academic administrative policy, essential student services, and academic personnel guidelines and resources.

1.2 Background

Purdue University Global is an Indiana public benefit corporation controlled by its sole member, The Trustees of Purdue University, a statutory body corporate that manages and conducts Purdue University, the State of Indiana’s land-grant university. Purdue Global operates as a public postsecondary state educational institution affiliate pursuant to IC 21-7-13-26.5(a)

Purdue Global has its main address in West Lafayette, Indiana. The University offers undergraduate and graduate programs through online instruction. Purdue Global comprises the School of Multidisciplinary and Professional Studies, the School of Business and Information Technology, the School of Nursing, the School of Health Sciences, the School of Aviation, the College of Social and Behavioral Sciences, and Purdue Global Law School.

1.3 Application of the Academic Governance Manual

In accordance with the Bylaws of Purdue Global, the Chancellor is to perform such duties as the Board or the Chief Executive Officer (CEO) may prescribe, which include developing internal governance and advisory committees of Faculty, as well as students, Staff and alumni committees, in each case designed to contribute to the successful planning, operations, and campus life of the University.

As employees of Purdue Global, all administrators, Staff, and Faculty members are bound by this Academic Governance Manual and the pertinent academic regulations appearing in the University Catalog, Faculty Handbook, and Employee Handbook, except as otherwise noted.

1.4 Amendments to the Academic Governance Manual

This Manual may be amended from time to time by the Purdue Global Board of Trustees, whether acting on its own initiative, based on a recommendation from the CEO or Chancellor, or based on a recommendation from the Faculty in accordance with the following paragraph.

Any Faculty member may propose amendments to the Faculty Senate for its consideration. Any such proposed amendment must be approved by a majority of the Senate. If approved by the Faculty Senate, Faculty proposed amendments to the Manual will then be sent to the Academic Administrative Council for approval. If approved by the Academic Administrative Council, the proposed amendment will then be presented to the Board of Trustees for review and action. The Board of Trustees will review and confirm the currency of this Manual at least every 3 years.

Nothing in this Manual shall be construed as restraining the Board of Trustees from taking such action or making such amendments to this Manual as it determines to be necessary in the discharge of its legal and governance responsibilities.

2 Organizational Structure and Communication

2.1 Structure

The academic organization of Purdue Global is the Chancellor, who reports to the CEO, the Provost and Vice Provosts, Deans, Assistant and Associate Deans, Department Chairs and Assistant Department Chairs, and Faculty.

The President of Purdue University serves ex-officio as the President of Purdue Global, who reports to the Purdue Global Board of Trustees in that capacity. The Purdue Global Chancellor is the Chief Academic Officer and reports to the CEO. The Deans report through the Provost to the Chancellor.

Non-academic support operations report to the Purdue Global Board of Trustees through the Chief Operating Officer and are conducted under the Board's ultimate direction and control.

2.2 Faculty Role

Subject to the authority of the Purdue Global Board of Trustees, and in consultation with the Chancellor and the CEO, the Faculty has authority and responsibility to recommend policies and practices designed to ensure the academic integrity, quality, and excellence of the University. In accordance with Purdue Global's Articles of Incorporation and Bylaws, the Purdue Global Board of Trustees has the ultimate authority to prescribe the curricula, courses of study and degree programs offered by the University. Subject to that authority, the Faculty has the responsibility to recommend specific course offerings and other features of the curricula.

In support of shared governance, Faculty participate in academic decision-making in numerous ways including, but not limited to:

- Serving on bodies such as advisory committees
- Serving on the Faculty Senate
- Participating and engaging with university, school, and department discussions
- Voting during the governance election process

Committee membership and duties related to academic governance vary with a Faculty member's annual mix of responsibilities, their school's particular guidelines, and the compositional needs of the service body. Appointment to committees is achieved either by vote through the governance process of election, by invitation from the Provost, or by invitation from the Faculty Senate President.

Through their participation in shared governance bodies, the Faculty:

- Advise the Provost and the Board of Trustees concerning policies for admission
- Advise the Provost and the Board of Trustees concerning policies governing the conduct and the dismissal of students from the University in furthering the educational and general welfare of both the students and the University
- Review and approve the academic degree titles conferred by the University
- Review and approve the requirements for the curricula of the University leading towards academic degrees
- Provide feedback regarding the academic calendar and the general policies for scheduling classes

- Advise the Provost concerning policies and administration of the library and academic holdings of the University
- Advise the Provost concerning policies affecting the general welfare, privileges, rank, and responsibilities of the faculties, and on standards for appointment
- Advise the Provost and the Board of Trustees concerning any proposed changes in the academic organization of the University
- Make recommendations regarding the general educational policies of the University
- Consider and act upon any action of one or more of the student representative groups (e.g. University Student Advisory Board, school advisory boards) whenever they receive the request to do so
- In all instances, have the right to present to the Board of Trustees, through the provost of the University, their views on any matter pertaining to the conduct and welfare of the University. To assist the provost in communication between the Faculty Senate and the board, the duly elected president of the Faculty Senate, as the invited delegate for the Faculty (or their representative), may attend all public meetings of the Board of Trustees

Faculty members whose schools operate under specific statutory and regulatory authority are expected to align their practices and procedures with those external statutes and regulations, even if those practices and procedures differ from those in this Manual.

2.3 Communication

Information is transmitted in the normal chain of command from the CEO, the Chancellor, the Provost, Deans, and Chairs to the Faculty and Staff. University-wide communications to Faculty are coordinated through the Office of the Provost.

3 Governance Committees

3.1 Operations and Bylaws

3.1.1 Committee Documentation

Written meeting minutes are required for each committee meeting. Meeting agendas, directories, minutes, and other supporting documentation are archived.

Each committee may create their own standard operating procedures or bylaws as long as they are aligned with this Manual. The guidelines set forth in this Manual will take precedence over any individual committee documents.

3.1.2 Voting and Term Guidelines

- A quorum for voting will require 50% of the committee members to be present.
- A simple majority of affirmative votes is required to pass a proposal unless otherwise stipulated.
- A vote must be conducted for all decisive matters.
- A vote can be conducted through email communication as long as all other voting guidelines are followed.
- If a voting member is unable to attend a governance committee meeting, they may appoint a delegate to attend and vote in their absence. Delegates should not be appointed on a regular basis.
- Guests invited to attend as relevant to specific proposals under consideration are not eligible to vote. A committee may choose to invite guests, both one-time and standing guests, at their discretion.
- Terms for Faculty and Staff will begin on July 1st and expire on June 30th.

3.1.3 Purdue Global Document Approvals

- The Faculty Handbook is reviewed and voted on by the Faculty Senate. Approval is dependent on the Academic Administrative Council. The Faculty Handbook will be reviewed at least once every 3 years.
- Purdue Global documents not listed here proceed at the direction of the Provost.

3.2 Committees

3.2.1 Academic Administrative Council

Mission/Purpose:

Subject to the authority of the Purdue Global Board of Trustees, and under the direction of the Provost in consultation with the Chancellor and the CEO, the Academic Administrative Council serves as the internal body for administering academic governance and ensuring the academic integrity, quality, and excellence of the University. Its members reflect and represent the University community, and its functions encompass advising the Board of Trustees, through the Chancellor, on all matters related to institutional academic success, including but not limited to: administering the University's academic governance system; monitoring and supporting its strategic initiatives; promoting best practices and alignment across all the University's academic and administrative functions; maintaining academic policies and procedures to guide the

University in carrying out its mission and programs; and maintaining and improving institutional and/or programmatic accreditation.

Scope of Responsibility:

- Exercise, in cooperation with other governance bodies, the University's responsibility and authority to maintain and improve the quality of the University, its schools and academic programs, and its institutional well-being.
- Conduct annual review of the University's academic governance committees.
- Review and approve all proposed revisions to the Academic Governance Manual.
- Receive recommendations from the Program Steering Committee, review all final proposals for additions, suspensions, terminations, or changes to the University's academic offerings, and provide recommendations to the Board of Trustees when necessary or appropriate.
- Monitor and support implementation of the University's strategic initiatives.
- Review and approve the Faculty Handbook.
- Review and approve student service-related policies and procedures.
- Review and approve curriculum standards and guidelines.
- Review and approve general academic policies and procedures.

Membership:

- Provost (chair)
- Vice Provost for Adult Teaching and Learning
- Senior Vice Provost for Student Success
- Deans from each school and/or college
- Two Full-time and two Adjunct Faculty members, elected by Faculty for a 1-year term
- President of the Faculty Senate
- Registrar
- President of the Student Advisory Board
- One student, appointed by the Provost for a 1-year term
- Chief Financial Officer (or designee)
- One Coordinator, appointed by the Provost (nonvoting)

The Academic Administrative Council will invite non-voting participation from the broader institutional community as needed.

3.2.2 Faculty Senate

Mission/Purpose:

The purpose of the Faculty Senate is to represent the voice of the Faculty on issues and policies and to provide recommendations on such issues to the Provost.

Scope of Responsibility

- Review Faculty ideas and concerns, as well as policies, and/or procedures related to the academic quality of the University, and provide recommendations on such topics to the Provost.

- Review and approve proposed amendments to the Academic Governance Manual that originate from the Faculty, subject to final review and approval by the Academic Administration Council and the Board of Trustees. Except for this type of amendment, the Faculty Senate may comment on but does not have the authority to modify other proposed changes to the Academic Governance Manual.
- Provide final review and approval for all Faculty waivers.
- Serve as school/department representatives: liaise between the school/department and the Faculty Senate to share updates and concerns.

Membership:

- One Faculty President, to be elected by the Senate for a 2-year term, who will act as the official representative of the Faculty to the University administration
- Five Faculty members from each school and/or college in the following categories, elected by the Faculty from those units for a 2-year term:
 - At least 1 Adjunct Faculty Member
 - At least 1 Full-Time Faculty Member
 - At least 1 graduate Faculty member if the school/college offers graduate programs
 - At least 1 undergraduate Faculty member if the school/college offers undergraduate programs
 - The College of Social and Behavioral Sciences will have at least one Faculty member elected from each of the following areas: education, communication, legal studies and human services and psychology, and public safety
 - The School of Business and Information Technology will have at least 2 Faculty members elected from each of the following areas: business and information technology
- A President-Elect, who succeeds the President and is elected by the Senate in June during the first year of the current Senate President's term
- Previous Senate President, serves for 2 years as Past Senate President after term as Senate President expires
- One Coordinator, nominated by the Provost, approved by the Senate (nonvoting)
- Provost, serving ex officio (nonvoting)
- One Faculty member who teaches module courses, to be elected by the Faculty if none of the current senators teach module courses

3.2.3 Program Steering Committee

Mission/Purpose:

The Program Steering Committee is charged with evaluating proposals for new academic credentials and proactively monitoring the ongoing program review process.

Scope of Responsibility:

- Review proposals for new, suspended, and terminated programs; making recommendations to the Academic Administrative Council.

- Recommend programmatic changes based on ongoing program review.
- Assess the scope of programmatic offerings in the University's portfolio to ensure they are consistent with the institution's mission, vision, and values.

Voting Membership:

- Chancellor (or designee)
- Provost (chair)
- Vice Provost for Adult Teaching and Learning
- Vice President, Student and Career Advancement
- Chief Financial Officer (or designee)
- Deans from each school and/or college
- Registrar (or designee)
- One representative of the Faculty Senate, appointed by the Faculty Senate
- One Coordinator, appointed by the Provost (nonvoting)

3.3 Other Committees, Subcommittees, and Policies

- The Chancellor or Provost, in consultation with the CEO, may initiate other standing and/or ad hoc committees, task forces, and working groups as necessary to assist in the furtherance of University goals and initiatives.
- Designees may fill appointed positions at the discretion of the Chancellor or Provost.
- A Dean of a school and/or college may appoint a Faculty member to an elected position for the remainder of a term if the position becomes vacant with approval of the committee chair.
- Full-time Faculty may fill adjunct committee positions if no Adjunct Faculty expresses interest during the annual faculty elections.
- The Chancellor may adjust a committee's roster at their discretion to help support the committee's initiatives.

4 Academic Administration

4.1 Academic Calendar

The official academic calendar is produced under the direction of the Provost. An official copy of the University calendar may be obtained via the Office of the Registrar, approved online sites, or Faculty/student portals.

4.2 University Policies

University policies and procedures, including, but not limited to, FERPA, privacy policies, the Americans With Disabilities Act, sexual harassment, discrimination, and equal rights are published in the University Catalog, Faculty Handbook, and/or Employee Handbook.

4.3 The Honorary Doctorate

Purdue Global may, in extraordinary circumstances, award an honorary doctorate degree to an individual who meets at least two criteria below and who has been approved for the honor by the University's Board of Trustees. The honorary degree at Purdue Global is the Doctor, Honoris Causa. It does not denote a specific field of study, but rather honors the recipient's broad, multi-faceted contribution to the University and community.

Criteria for the honorary doctorate

An individual must generally meet two or more of the following criteria to be considered an eligible nominee for an honorary doctorate at Purdue Global. Former students, Staff, or Faculty of Purdue Global University are also eligible for an honorary doctorate.

- *Academic accomplishments and sustained achievements of distinction:* influential contributions within academia; honors awarded within discipline or for interdisciplinary achievements; significant discoveries and research.
- *Impact and contributions to community/nation/humanity:* extraordinary influence within field, discipline or interdisciplinary work; transformational leadership; entrepreneurially inspired contributions; commercialization efforts that bring elements to life for positive influence; influential and innovative leadership; demonstrated commitment to benefiting society; significant impact on development and mentorship of others.
- *National/global recognition of leadership in field:* highly recognizable within industry or discipline; reputation for positive interactions and collaborations with other leaders and/or universities; highly visible.
- *Commitment, involvement, leadership toward the advancement of Purdue Global University:* participation and commitment with student body, faculty; on campus speaking/teaching; etc.; generosity toward the evolution of making Purdue Global University a better place.
- *Distinguished service to the University:* demonstration of distinguished service to Purdue Global University.

Procedure for nominating and approving a candidate for an honorary doctorate

All nominations will be sent to the Provost, who will review and recommend the final candidates to the Chancellor, who in turn will make the formal nomination for consideration by the President and the Board of Trustees.

Attendance at commencement ceremony

Board-approved nominees for the honorary doctorate are expected to be present for the awarding of the degree at the appropriate commencement ceremony. Should a candidate not be available, his or her nomination may be carried over to a subsequent year for reconsideration. The recipient will not be robed at the ceremony.

Usage

The University awards the honorary doctorate as a recognition of the honoree's steadfast commitment to the betterment of his/her field, University, and or community and, as such, it is not necessarily a recognition of academic achievement and the conferral of the degree is done by waiving certain degree standards.

As such, the honored recipients will:

- Refrain, on the sole basis of this honorary doctorate, from referring to themselves or permitting others to address them as "Dr."
- List this honorary degree, in their corpus vitae/similar ledgers of accomplishment, under "Honors" rather than "(Earned) Degrees."
- Indicate, on all occasions, the honorary degree as "Doctor, Honoris Causa (or Hon. Causa), Purdue Global, <Month, Year>."
- Be permitted to wear a doctoral robe, black with black trim. As the honorary doctorate degree awarded is not discipline-specific, neither doctoral hood nor regalia colors are associated with this, and should not be worn by the honoree on the basis of the honorary doctorate.

5 Student Services

5.1 Career Services

Students are assigned a Career Specialist for guidance throughout their educational journey, including job search support upon graduation. Career Specialists will provide feedback to students about how their classroom outcomes and skills relate to their upcoming job search, and will guide students toward appropriate resources and information to strengthen their knowledge about career options. Additional resources are also available to students online, including job leads, resume reviews/feedback, a work interest assessment, opportunities to attend presentations from employers, and tools to communicate with other students and staff.

Purdue Global Law School's career assistance is provided by Career Specialists (as described above), as well as by Faculty advisors with support from the school administration as needed.

5.2 Library Services

The University recognizes the primacy of information access and the need to support the research pursuits of its students and Faculty. The Library provides students and Faculty with access to information resources in a variety of formats and across a variety of platforms.

5.3 Students Requiring Special Services

It is the University's intention to comply with all laws and regulations concerning students with special needs. For further guidance on the subject, please refer to the University Catalog or the Faculty Handbook for specific inquiries. Faculty members shall refer students who self-identify with a potential need for an accommodation under the Americans with Disabilities Act (ADA) to Student Accessibility Services (SAS), and comply with all student accommodations communicated by SAS in writing.

6 Personnel Policies and Procedures

Effective academic governance of the University requires that Faculty be active participants in the various committees and be willing to devote time for committee meetings.

The Faculty Handbook contains complete information on Faculty rank, credentials, roles, rights, and responsibilities, including a description of teaching, scholarship and service requirements, grievance procedures, etc. University personnel policies and procedures, including, but not limited to, sexual harassment, discrimination, and equal rights, can be found in the Employee Handbook, available via the University intranet.