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AMHERST

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Guidelines for Consultation with the Current Undergraduate and Graduate Student Body

The University of Massachusetts Amherst operates under a shared governance system, as outlined in the Board of Trustees Statement of University Governance (T73-098, as amended; the "Wellman Document") whereby students, faculty, and administrators are consulted on matters of policy. Shared governance is a balance between consultation and participation from various campus groups and ultimate administrative accountability through the Board of Trustees, President, Chancellor, and the Chancellor's designees.

The guidelines that follow are informed by the Wellman Document, while also acknowledging that much has changed since that document's original passage in 1973. These include the plethora of methods through which a university administrator can and does receive feedback and consult on issues of importance to the campus community.

The following guidelines are meant to provide clarity around effective current student consultation by the campus administration on Potential Significant Changes in Campus Policies and fees affecting current students, including those affecting the campus community as a whole; services and activities which are designed primarily to serve students and those which are financed primarily by mandatory fees; the management of student political affairs and organizational matters; and standards for student behavior, conduct, and discipline. These guidelines are established in the context of an ever-changing environment demanding improved flexibility and responsiveness and a reduction in bureaucratic procedures.

Exceptions to the process outlined in these guidelines may be made at the discretion of the appropriate Administrator in Emergency Situations, in cases that the Administrator deems significant for the health and safety of the campus community, in cases where inclusion of student representatives would pose a significant privacy or security concern for the University, or in cases where the University or Administrator are legally bound or mandated to make the Potential Significant Change.

The process outlined in this document shall not pertain to changes put before the Faculty Senate or its councils and committees, which already have student representation, or to Dean-, Departmental-, or lower-level policies, which are already guided by unit bylaws.

Nothing in this set of Guidelines can supersede policies adopted by the University of Massachusetts Board of Trustees, nor the delegated authority of the President and Chancellor.

Definitions that will be used throughout these guidelines:

GSS Leadership shall be defined as the GSS President, GSS Vice President, and GSS Treasurer.

SGA Leadership shall be defined as the SGA President, SGA Vice President, and SGA Speaker.

Administrator shall be defined as any member of the Campus Leadership Council.

Departmentally Elected Student Representatives shall be defined as a department's graduate student representatives selected in accordance with departmental custom or bylaws. If a department has no graduate student representatives selected in this way, its representatives shall be its elected Graduate Student Senators.

Department shall be defined as an academic department, a school or college that has no academic departments, or an interdepartmental graduate degree program.

Potential Significant Change shall be defined as a temporary or permanent significant change to a Campus Policy or fee affecting the entire or large segments of the current undergraduate and graduate student bodies.

A Campus Policy shall be defined as a mandate on current students that is codified through normal university procedures.

A Departmental Policy shall be defined as a mandate on current students in a particular department that is codified through departmental procedures.

Emergency Situation shall be defined as any current or emergent/unanticipated situation/occurrence/event that, in the judgment of the Chancellor, calls for the adoption of policy changes on a schedule that will not allow for the normal consultative process laid out in this document due to consideration of health and safety of students and/or the campus community. The Chancellor has the sole delegated authority to make this determination for the campus.

Campus Consultation Protocol

Student Advisory Boards/ Vice Chancellor Advisor Boards (SABs)

On January 22, 2014, SGA, GSS, and the Administration agreed to the creation and composition of standing Student Advisory Boards (SABs). The text below supersedes the 2014 agreement and incorporates the SAB composition and purpose into the Campus Consultation Protocol.

The Chancellor shall establish the following student advisory boards:

- Academic Affairs
- Administration and Finance
- Athletics
- Student Affairs
- University Relations
- Information and Technology

The composition of each advisory board shall be six undergraduate students appointed by the Student Government Association and two graduate students appointed by Graduate Student Senate.

Each advisory board shall meet at least three times a semester with the vice chancellor who holds responsibility for the respective executive area; additional meetings may be requested by the advisory board or the vice chancellor. The meetings shall be convened by the vice chancellor and may additionally be attended by members of the vice chancellor's staff at the vice chancellor's discretion. The agenda for each such meeting shall

include any recommendations the advisory board has regarding the current and proposed activities of that executive area, including advisory board recommendation for new programs, activities, and policies, and the vice chancellor shall share information about executive area plans that may have impact on students and solicit advice from the advisory board about such plans. Additional agenda items may be added by either the advisory board or the vice chancellor. All agenda items shall be shared at least one week in advance of the meeting.

The Chancellor shall meet with the leadership of the SGA and GSS at least twice a semester to discuss campus-wide issues of mutual concern and shall additionally meet once a semester with a group of 10-12 student leaders identified by the SGA and GSS.

The Campus Leadership Council shall meet annually with a group of six undergraduate students appointed by the Student Government Association and two graduate students appointed by the Graduate Student Senate.

Recommendations for policy changes from any governance group that have an impact on a substantial portion of the constituency of another governance group(s) shall, whenever practicable, be referred to that governance group(s) for advice and comment.

Nothing in the establishment of SABs shall limit or restrict the existing rights and responsibilities of undergraduate and graduate students to participate in the University governance through their respective governance bodies, as described in the Trustee Policy T73-098, nor shall it limit any additional consultation, collaboration, or joint activity between the Chancellor and the vice chancellors, SGA and GSS, and the respective advisory boards.

Early and Timely Communication with SABs

Other than in an Emergency Situation as defined above, the relevant Administrator shall engage the appropriate SAB in a formal discussion/formulation of the Potential Significant Change, as outlined in this document. If a Potential Significant Change is to occur in an executive area without a SAB, the appropriate Administrator shall engage with SGA Leadership and GSS Leadership directly, or with the most directly related existing SAB. Should the Administrator appoint a special committee or Task Force for the purpose of formulating the change, the SAB shall be invited to provide representation in such a group. Exceptions may be made in Emergency Situations, in cases where inclusion of student representatives would pose a significant privacy concern or security breach for the University, or in cases where the University or Administrator are legally bound or mandated to make the Potential Significant Change.

Communication with Students about a Potential Significant Change

Notification to SABs

It is the responsibility of the Administrator to put a discussion of the Potential Significant Change on the SAB agenda and to circulate the agenda to SAB members in advance of the meeting.

It is the responsibility of the SAB membership to inform SGA and GSS Leadership of relevant agenda items and/or discussions, as appropriate.

Consultation with SABs

During a SAB meeting, the Administrator shall describe to SAB membership the Potential Significant Change, including the reason for the change, and solicit feedback and/or answer questions pertaining to the Potential Significant Change.

After the SAB discussion, the Administrator may decide to pursue or to not pursue a Potential Significant Change. If the Administrator decides not to pursue the Potential Significant Change, the Administrator shall

inform the SAB of the decision and the consultation protocol shall be considered complete. If the Administrator decides to pursue the Potential Significant Change, the Administrator shall follow the steps outlined below.

Public Presentation

The Administrator shall inform the SAB, SGA Leadership, and GSS Leadership that the Potential Significant Change discussed at the SAB meeting is being pursued and work with SGA Leadership and GSS Leadership to identify a mutually agreed upon date at which the Administrator shall make a public presentation of the Potential Significant Change. The public presentation shall occur at a mutually agreed upon date and time and within 14 days of the Administrator's notification to SGA Leadership and GSS Leadership that the Potential Significant Change is being pursued.

During the public presentation, time shall be designated for the Administrator to answer questions. SGA and GSS representatives shall each be allotted specific time for questions relevant to their constituents.

SGA and GSS Collection of Student Feedback

Immediately after the public presentation, SGA Leadership and GSS Leadership shall solicit feedback from their constituents. Though SGA Leadership and GSS Leadership shall individually determine the best methods through which to collect and analyze feedback, the following methods may be considered:

Web Page

SGA Leadership and GSS Leadership may garner additional feedback through a web page on their websites that displays information concerning what the Potential Significant Change is, relevant data and research on the rationale for the Potential Significant Change, how it will affect students, and an online opportunity for students to submit questions.

Student On-line Survey

SGA Leadership and GSS Leadership may garner additional feedback through the creation of a survey to educate and inform students about the rationale for the Potential Significant Change and about relevant data and research related to the Potential Significant Change and to determine the degree of support for or opposition to the Potential Significant Change.

Mass Email

SGA Leadership and GSS Leadership may garner additional feedback through a mass email to the student body describing the Potential Significant Change and details of any other methods of collecting feedback.

Consultation with Departmentally Elected Student Representatives

Given the unique cultures, bylaws, and practices of individual Departments and the impact Potential Significant Changes that affect Departments may have on graduate students, GSS Leadership may consider consulting specifically with Departmentally Elected Student Representatives or Graduate Student Senators to determine if the Potential Significant Change being considered has unique implications within specific departments.

Full Body Vote

SGA Leadership and GSS Leadership may place discussion and associated vote of support for or against the Potential Significant Change on the agenda for their full body meeting.

All feedback shall be solicited and compiled within 5 days of the public presentation. On or before the 5th day following the public presentation, SGA Leadership and GSS Leadership shall present to the Administrator a summary of all feedback, including the result of any SGA or GSS vote.

Deciding to Change Policy or Fees

The Administrator shall take all feedback presented into consideration and make a decision to pursue or not to pursue the change. SGA Leadership and GSS Leadership shall be informed of the decision promptly.

Summer Break Alternative Consultation


If a Potential Significant Change unavoidably needs to be initiated and adopted during the summer break during which the SGA and GSS are in recess, the relevant Administrator shall notify and consult with the Coordinating Council in place of SGA Leadership. Because no Coordinating Council exists for GSS, the Administrator shall still consult with GSS Leadership during the summer.

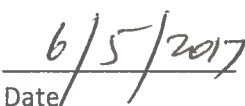
SGA Leadership and GSS Leadership are responsible for providing the Campus Leadership Council with an updated contact list for the Coordinating Council and summer GSS Leadership prior to the last day of the spring semester.


Emergency Situations

When the Chancellor invokes an Emergency Situation, as defined in this document, in order to implement a change in Campus Policy or fee, the Chancellor shall inform SGA Leadership and GSS Leadership as soon as practicable. The Chancellor shall involve SGA Leadership and GSS Leadership, and others chosen by the leadership, to the fullest practicable extent in providing input and suggestions.

At the outset of an Emergency Situation, the Chancellor shall make every effort to notify SGA Leadership and GSS Leadership of the Emergency Situation, and upon the conclusion of the particular Emergency Situation, the Chancellor and/or the relevant Administrator shall make themselves available to the GSS and SGA to explain the circumstances and answer questions.


Kumble Subbaswamy
Chancellor


Date


Canan Cevik
GSS President


Date


Anthony Vitale
SGA President


Date