

Serial Number #18-19-34

TO: President David Dooley
FROM: Hillary Leonard, Chairperson of the Faculty Senate

1. The attached BILL titled, Constitution, By-Laws, and University Manual Committee Report: Report on Proposed Changes to the University Manual, Sections 2.23.11, 2.23.40, 3.40.11-3.41.02, 4.60.14-15, 8.33.11, 8.38.13, 8.70.09-8.70.11, and 8.70.50-8.70.75, forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on May 2, 2019.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective May 23, 2019, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; or (3) the University Faculty petitions for a referendum.



Hillary Leonard
Chairperson of the Faculty Senate

May 2, 2019

ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

- a. Approved .
- b. Approved subject to Notice of the Council on Postsecondary Education ____.
- c. Disapproved ____.



Signature of the President

5.13.19

(date)

REPORT ON PROPOSED CHANGES TO THE UNIVERSITY MANUAL

1. Administrative Changes to Chapters 2, 3, and 4 Submitted as Informational on behalf of President Dooley

2. Changes to Chapter 8 Recommended by the Executive Committee for approval to the Faculty Senate

May 2, 2019

1. The following changes are presented to the Faculty Senate as Informational:

Chapter 2 - The Administration

2.23.10 The Vice Provost for Enrollment Management shall provide leadership, support, information and analysis in the areas of student recruitment, financial aid and scholarships, and persistence toward graduation as part of an effort to integrate enrollment planning, student success, and shall report to and receive recommendations from the Faculty Senate and the community on a biannual basis. [Administrative Report September 2015](#) [Administrative Report January 2017](#)

2.23.11 In carrying out these responsibilities, the Vice Provost shall be assisted by the following (2.23.20 - 2.23.3440):

2.23.20 The Dean of Admissions shall plan and develop enrollment goals and management policies related to recruitment, admission, enrollment, and retention of undergraduate students; shall manage the staff and administer the budgets of the Office of Undergraduate Admissions; shall prepare and evaluate plans and statistical reports on admissions, enrollment and retention; and shall serve as the spokesperson for the University in these matters.

2.23.30 The Director of Enrollment Services shall provide overall vision and leadership for the Office of Enrollment Services; assure appropriate coordination of processes within the Office and establish short- and long-range plans for the integration and delivery of enrollment services, and establish budgetary priorities and advocate for the office in the budget process.

2.23.31 The Director shall manage and be responsible for the collection and deposit of all University receipts, including student fees, grant and contract revenues, student aid revenues and miscellaneous income.

2.23.32 The Director shall manage all aspects of registration, student academic records, and faculty services functions.

2.23.33 The Director of Enrollment Services shall administer federal, state, institutional, and private programs of student financial assistance in the areas of loans, grants, and scholarships.

2.23.34 In carrying out the responsibilities outlined above, the Director of Enrollment Services shall be assisted by Senior Associate Directors.

2.23.40 The Assistant Director of Summer Session and Winter J-Term shall collaborate with department and program chairs to facilitate summer and winter course offerings, including directed and independent studies, to meet the needs of students. The Assistant Director shall manage the Summer Session budget.

Chapter 3 - The Colleges, Schools and Divisions of the University

3.40.10 The Alan Shawn Feinstein College of Education and Professional Studies is a two-campus college that shall provide educational opportunities for traditional students direct from high school and adult students who have had some or no college experience with undergraduate courses, and students currently in the workforce who want to retrain or enhance their skills through graduate and certificate programs. It comprises the following units:

- School of Education (Kingston campus)
- School of Professional and Continuing Studies (Providence campus), including the Bachelor of Interdisciplinary Studies
- Office of Strategic Initiatives (both Kingston and Providence campuses) [#15-16-15D](#) [#16-17-21](#)

~~**3.40.11 The Summer Session** shall present programs in the colleges and departments of the University to permit students to accelerate or enrich their studies. It shall also offer an expanded program of graduate work, workshops, conferences, travel courses, and clinics of special interest to professional workers, and courses appealing to avocational and intellectual interests. [#12-13-21](#)~~

3.40.13 The Dean of the Alan Shawn Feinstein College of Education and Professional Studies shall be the administrative authority for offerings of any approved course in the college, including all courses for credit such as seminars, special problems and workshops and including conferences, institutes, short courses and in-service courses off-campus. Professors are not authorized to make individual arrangements for special courses without the approval of the academic deans of colleges concerned and of the Dean of the Alan Shawn Feinstein College of Education and Professional Studies. The Office of Enrollment ~~Services~~ **Management** shall not accept nor record grades for students in any course not previously authorized by the academic dean concerned and of the Dean of the Alan Shawn Feinstein College of College of Education and Professional Studies. [#15-16-15D](#), [#16-17-21](#)

3.40.14 The Dean of the Alan Shawn Feinstein College of Education and Professional Studies, in cooperation with departments shall determine lists of the college's offerings. The Dean shall, in consultation with the appropriate department chairperson and college dean ~~and the Office of Enrollment Services~~, determine time and place of offerings and establish minimum enrollments for continuing education classes. Immediately upon cancellation of under-enrolled classes, the Dean shall notify departments of such cancellation. [#15-16-15D](#), [#16-17-21](#)

3.40.15 The Dean of the Alan Shawn Feinstein College of Education and Professional Studies shares with the Interdisciplinary Studies Faculty academic responsibility for the Bachelor of Interdisciplinary Studies (BIS) program. The Dean shall review all proposals approved by the BIS Curriculum Committee for (1) the creation, modification, or abolition of BIS concentrations; (2) the modification of the general education component of the BIS program; and (3) the creation, modification, or abolition of BIS courses. The Dean shall consult with affected departments before forwarding curricular proposals to the Faculty Senate Curricular Affairs Committee. The Dean shall consult with the appropriate college deans concerning proposals which have staffing or course scheduling implications. [#15-16-15D](#) [#16-17-21](#)

3.40.16 The Dean of the Alan Shawn Feinstein College of Education and Professional Studies shall appoint university faculty members as instructors for special BIS courses with the approval of the appropriate department chairperson and college dean. The Dean shall appoint temporary lecturers for special BIS courses upon recommendation of the BIS Special Faculty Committee. The Dean may reappoint temporary lecturers for the BIS Pro-Seminar. [#15-16-15D](#), [#16-17-21](#)

~~**3.40.17 The Winter J Term Session** shall present programs in the colleges and departments of the University to permit students to accelerate or enrich their studies. It shall also offer an expanded program of graduate work, workshops, conferences and travel courses. [#12-13-21](#)~~

~~**3.40.18 Winter J Term Session** courses shall be scheduled in accordance with procedures for fall and spring semesters. [#12-13-21](#)~~

~~**3.41.01** The University shall maintain a separate accelerated academic calendar for specific fully online accelerated programs directed at working adults. The program's department and college shall determine whether the accelerated calendar is appropriate. [#14-15-08](#)~~

~~**3.41.02** The fully online accelerated calendar shall consist of three terms (fall, spring, and summer), each with two 7 week sessions. There shall be at least a five day break between each session. To ensure that no session crosses a fiscal year, the first summer session in the fully online accelerated calendar shall end on or before June 30 and the second summer session in the fully online accelerated calendar shall start on or after July 1. [#14-15-08](#)~~

Chapter 4 - The Faculty

4.60.14 The chairperson shall be responsible for informing department members of the opportunities for teaching in the Summer Session, Alan Shawn Feinstein College of ~~Continuing Education~~ and Professional Studies or special courses elsewhere. The chairperson shall consult with the Vice Provost for Enrollment Management to determine what courses will meet student demand and accelerate degree completion in Summer and Winter J-Term sessions. However, no new faculty member shall be engaged with definite or implied guarantees of such teaching, nor shall current faculty members be promised such teaching on a continuing basis.

4.60.15 The recommendation to the ~~Dean of the Alan Shawn Feinstein College of Continuing Education~~ Vice Provost for Enrollment Management for teachers of Summer Session courses within the department shall be discussed in a department meeting attended by members with the rank of instructor or above. It is often desirable to assign summer courses to persons who teach those courses during the regular school year. It should be the aim of department chairpersons to distribute these appointments as fairly as possible among department members who are interested in and qualified for the positions available. However, it is a policy of the University that a number of visiting faculty members shall be engaged for the Summer Session and department chairpersons shall staff their summer programs with this policy in mind.

2. The following changes are presented to the Faculty Senate for approval:

Chapter 8

Part II - Regulations for Students

Courses, Course Enrollment and Fees

8.33.11 For fall and spring semesters, the open add period extends for 7 days. This shall consist of the first seven calendar days of the semester. An additional 7 calendar-day late add period shall allow students the opportunity to add courses via permission numbers granted at the discretion of the faculty member or other identified office. For online courses offered in the separate fully-online accelerated calendar, registration shall be permitted up to the Wednesday before the session begins, and the add period shall extend to the first day of class with instructor permission. See University Manual section 8.70.60 for open add information regarding Summer Session. #14-15--08 #17-18-6

8.38.13 Student course loads shall be limited to eight credits in the five- or six-week Summer Session and a maximum of four credits in a three-week Winter J-Term Session. The limit may be exceeded only if approved in the case of a matriculating University student by the student's academic dean or the Graduate Dean, if applicable and in the case of any other student by the ~~Dean of the Alan Shawn Feinstein College of Education and Professional Studies~~ Vice Provost for Enrollment Management. #12-13--21

Part II - Procedure for Establishing the Academic Calendar

Part II contains rules and regulations governing procedures for the creation and approval of the academic calendar.

Academic Calendar

~~8.70.09 The two-year calendar for the fully-online accelerated program shall be developed by the Office of Online Education, in consultation with the Office of Enrollment Services, and submitted to the Academic Calendar Subcommittee by March 1 of the year preceding the one during which the calendar is to become effective. The Academic Calendar Subcommittee shall review the calendar for the fully-online accelerated program and present it to the Curriculum and Standards Committee on time so that it can be presented to the Faculty Senate for approval by April 1 of the year preceding the one during which the calendar is to become effective. #14-15--08, #16-17-23~~

8.70.10 Preparation. A six-year calendar for fall, winter, and spring semesters shall be maintained. In accordance with sections 8.70.20-8.70.61~~50~~, the Office of Enrollment Services each fall shall prepare a new sixth-year calendar and submit it to the Academic Calendar Subcommittee by the end of October. The Subcommittee shall review the calendar and present it to the Curriculum and Standards Committee on time so that the calendar can be presented to the Faculty Senate by December 1. #01-02-27, #02-03--32, #12-13-21, #16-17-23

~~8.70.11 A six-year calendar for the Summer Session shall be maintained. The Office of Enrollment Services, in consultation with Summer Sessions, each fall shall prepare a new sixth-year calendar and submit it to the Academic Calendar Subcommittee by the end of October. The Subcommittee shall review the calendar and present it to the Curriculum and Standards Committee on time so that the calendar can be presented to the Faculty Senate by December 1. #01-02-27 #16-17-16, #16-17-23~~

8.70.12 Unless acting in response to the declaration by the Senate Executive Committee of an emergency situation as stated in By-Laws 4.28, The Academic Calendar Subcommittee, adjustments to a proposed calendar may not be

made on the floor of the Senate. Instead, a proposed calendar, along with instructions about possible revisions, must be referred back to the Academic Calendar Subcommittee. The Curriculum and Standards Committee shall resubmit the calendar at the next Senate meeting. #01-02-27, [#16-17-23](#)

8.70.13 Recommendations regarding rescheduling class days missed within an academic year as the result of natural calamity, work stoppage, etc. shall be the responsibility of the Academic Calendar Subcommittee, whose proposal shall be subject to the approval of the Curriculum and Standards Committee and subsequent approval by the Faculty Senate or, under circumstances requiring expeditious implementation, subject to the approval of the Faculty Senate Executive Committee only after a public hearing on the action scheduled with at least a 48 hour notice. [#05-06--1](#) [#14-15-32](#), [#16-17-23](#)

8.70.14 With the exception of circumstances stated in 8.70.13, changes to the calendar shall not be considered within eighteen months prior to the beginning of a semester. [#05-06--1](#)

8.70.20 The Academic Year. The beginning and ending dates of each semester shall be the same for all colleges and schools of the University. Exceptions may be granted to the Alan Shawn Feinstein College of Education and Professional Studies and to fully-online accelerated programs (which will run on the fully-online accelerated calendar). Requests for exceptions shall be received by the Curriculum and Standards Committee on time such that they can be transmitted to the Academic Calendar Subcommittee no later than October 1 of the preceding academic year. [#14-15--08](#), [#16-17-23](#)

8.70.21 An Advising Day shall be scheduled prior to the beginning of classes each semester. The fall semester (including final examinations) must end no later than December 23. There shall be a 5-class-day mid-semester break in the spring semester. [#01-02--27](#)

8.70.22 One weekday Reading Day is required after the last day of classes; two weekday Reading Days during the examination period are preferred ([see 8.51.25](#)). #01-02--27

8.70.23 A minimum of seven days shall be scheduled for final examinations. Saturdays and Sundays may be used as final examination days under extraordinary circumstances. #01-02--27

8.70.24 Whenever possible, there should be a uniform distribution of class days among the five weekdays.

8.70.25 Classes will not be scheduled on the following days:

Labor Day

Thanksgiving Day and the day following

Christmas Day

New Year's Day

Memorial Day

Independence Day #01-02--27

8.70.30 The Fall Semester. The fall semester (including final examinations) must end no later than December 23. #01-02--27

8.70.40 The Spring Semester. Mid semester break in the spring semester shall be the week immediately following midterm. #01-02--27

~~8.70.503.40.17~~ The Winter J-Term Session shall present programs in the colleges and departments of the University to permit students to accelerate or enrich their studies. It shall also offer an expanded program of graduate work, workshops, conferences and travel courses. #12-13--21

~~8.70.510~~ The Winter J-Term Session-The Winter J-Term Ssession runs from January 2 through the Friday before spring semester begins, with timetables and meeting schedules to be determined on a course-by-course basis. Travel-based courses may require travel before or after these dates. Grades for **~~Winter J-T~~**erm courses will be due before the spring semester begins. [#12-13--21](#); [#13-14-2](#)

~~8.70.523.40.18~~ Winter J-Term Session courses shall be scheduled in accordance with procedures for fall and spring semesters. #12-13--21

~~8.70.60~~ Summer Session. Summer Session 1 runs for five weeks starting on the Monday following Commencement. Summer Session 2 runs for five weeks starting on the Monday following the end of Summer Session 1. Summer Session 3 runs for 10 weeks starting on the Monday following Commencement and ends at the same time as Summer Session 2. Any course that does not follow the calendar for Summer Sessions 1, 2, or 3 is listed as alternate Summer Session. The open add period extends for 5 days for Summer Session 1, 2, and alternate Summer Session, and extends for 10 days for Session 3. These add periods apply to directed and independent studies. Summer Sessions may also include credit-bearing, faculty-led programs that entail travel and do not adhere to the timing of Session 1, 2, or 3. These travel programs shall be administered by the Office of International Education.

~~8.70.614~~ A six-year calendar for the Summer Session shall be maintained. The Office of Enrollment Services, in consultation with the Assistant Director of Summer Sessions and Winter J-Term, each fall shall prepare a new sixth-year calendar and submit it to the Academic Calendar Subcommittee by the end of October. The Subcommittee shall

review the calendar and present it to the Curriculum and Standards Committee on time so that the calendar can be presented to the Faculty Senate by December 1. #01-02-27 #16-17-16, #16-17-23, #17-18-23

3.41.01-8.70.70 Fully-Online Accelerated Programs. The University shall maintain a separate accelerated academic calendar for specific fully-online accelerated programs directed at working adults. The program's department and college shall determine whether the accelerated calendar is appropriate. #14-15--08

3.41.02-8.70.71 The fully-online accelerated calendar shall consist of three terms (fall, spring, and summer), each with two 7-week sessions. There shall be at least a five-day break between each session. To ensure that no session crosses a fiscal year, the first **S**ummer **S**ession in the fully-online accelerated calendar shall end on or before June 30 and the second **S**ummer **S**ession in the fully-online accelerated calendar shall start on or after July 1. #14-15--08

8.70.7209 The two-year calendar for the fully-online accelerated program shall be developed by the Office of Online Education, in consultation with the Office of Enrollment Services, and submitted to the Academic Calendar Subcommittee by March 1 of the year preceding the one during which the calendar is to become effective. The Academic Calendar Subcommittee shall review the calendar for the fully-online accelerated program and present it to the Curriculum and Standards Committee on time so that it can be presented to the Faculty Senate for approval by April 1 of the year preceding the one during which the calendar is to become effective. #14-15--08, #16-17-23, #17-18-23

8.70.731.30 The fall term of the fully-online accelerated calendar shall consist of two seven-week sessions with at least a five-day break between each session. Sessions shall begin on a Tuesday and end on a Monday. If the session begins or ends on a state holiday when URI offices are closed, the session shall start and/or end a day later. #14-15--08

8.70.741.40 The spring term of the fully-online accelerated calendar shall consist of two seven-week sessions with at least a five-day break between each session. Sessions shall begin on a Tuesday and end on a Monday. If the session begins or ends on a state holiday when URI offices are closed, the session shall start and/or end a day later. #14-15--08

8.70.751.50 The summer term of the fully-online accelerated calendar shall consist of two seven week sessions with at least a five-day break between each session. The first **S**ummer **S**ession for the fully-online accelerated calendar shall end on or before June 30. The second **S**ummer **S**ession for the fully-online accelerated calendar shall begin on or after July 1. Sessions shall begin on a Tuesday and end on a Monday. If the session begins or ends on a state holiday when URI offices are closed, the session shall start and/or end a day later. #14-15--08