

## Procedure for Resolving Curricular Disputes Between Academic Units

According to the UVM Course Action Process adopted by the Faculty Senate on January 14, 2013, in cases where two or more units enter into a dispute about a proposed course action and cannot resolve it among themselves, the Senate Curricular Affairs Committee (CAC) will arbitrate the dispute; its decision will be binding. This document describes the arbitration process.

Several times per year, the Provost's Office posts a batch of recently received Course Action Forms (CAFs) for public review. The review period for each batch is approximately four weeks. In cases where a conflict is noted, the following procedure is employed:

- 1) Units send concerns to the Office of the Provost, Attention of the Assistant Provost.
- 2) The Assistant Provost informs all relevant units of a question/concern and indicates that they should be working things out.
  - a) The units should meet to seek resolution within 10 business days, or no later than 10 days after the final review period for the year. If no resolution occurs, the dispute will proceed to the CAC. (Days 1 – 10)
- 3) The dispute will be assigned to an *ad hoc* subcommittee of six voting faculty members of the CAC. No members will be from the schools or colleges involved. A CAC member from the Library – which does not offer courses - will serve as a “permanent” subcommittee chair.
- 4) The parties will have five days to write a summary of no more than two pages that will be submitted to the Provost's Office and posted on CourseLeaf so all parties and the subcommittee can review the materials. (Days 11-15)
- 5) The parties will have five days to rebut information provided in the summaries. The rebuttals (≤two pages) should be submitted to the Provost's Office for posting on CourseLeaf so all parties and the subcommittee can review the materials. (Days 16-20)
- 6) The subcommittee will work from written materials provided by the parties and can request additional materials as necessary. It has 10 business days to complete its review. (Days 21-30)
- 7) If the subcommittee requests, a final review and decision may be requested for the next CAC meeting.
- 8) The decision is reported by the CAC chair to the parties, the Provost's Office, and the Senate Office.
- 9) Based on the decision, the Provost's Office will either forward the CAF to the Registrar's Office for entry into the Student Information System (e.g., Banner) or return the CAF for revision.

*Notes: Courses that are under dispute may not be offered as Special Topics courses until the dispute is resolved, nor can they be withdrawn for later resubmission.*