

College & Department Decision Documentation Procedures

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In the 2023 Church audit of our college, it was recommended that our college administrators work with department chairs to establish expectations for documenting decisions made throughout the college, to ensure they are clearly and adequately supported.

Written documentation should be maintained for the following types of decisions:

1. Hiring decisions concerning full-time employees
2. Deliberations regarding faculty rank and status applications
3. Situations where a vote is taken (e.g. faculty or staff awards, curriculum decisions, changes to department rank & status expectations, etc.)
4. Determining allocation of department funds, such as student scholarships or capital equipment expenditures

Documentation should include voting outcomes and a report of adherence to any pertinent university policies, such as those regarding deliberation processes, confidentiality of votes, and/or eligibility of voters. Deliberations do not generally need to be summarized, and individual comments should not be documented or recorded.

It is recommended that units create agendas for meetings, take minutes within the agenda, and retain agendas for future reference.