

OP 1. Academic Affairs Standard Operating Procedures (AASOPs) and AASOPs Review Committee (ARC)

OP 1.1 Purpose of the AASOPs. AASOPs include specific instructions regarding the execution of policies and processes in the *Faculty Handbook*. AASOPs may also contain necessary guidelines on topics such as faculty availability to students outside of the instructional setting, required and optional syllabus statements, and the functioning of bodies like the undergraduate and graduate Academic Policies & Procedures Committees (AP&P).

OP 1.2 Initial Enactment of the AASOPs. The initial AASOPs were enacted in August 2023 by the Office of the Provost and Executive Vice Chancellor in consultation with the Faculty Senate, Human Resources, and Office of General Counsel.

OP 1.3 AASOP Review Committee (ARC). Subsequent changes or additions to the AASOPs shall be the responsibility of the ARC.

OP 1.3.1 Membership of the ARC. The ARC shall be formed each academic year and shall consist of the following seven (7) members:

- The Senior Vice Provost
- The Chair or Vice Chair of the Council of Chairs
- The Chair or Vice Chair of the Faculty Senate
- A member of the Faculty Governance Committee (appointed by the Chair of the Faculty Senate)
- An Associate Dean (chosen by the Senior Vice Provost in consideration of broad representation of colleges & schools)
- A representative from the Office of General Counsel
- The Faculty Hearing Committee Coordinating Chair

OP 1.3.2 Chair of the ARC. The Senior Vice Provost shall chair the ARC.

OP 1.3.3 Duties of the ARC Committee Chair. The Chair shall be responsible for:

- a. calling all meetings of the committee and producing a public agenda at least fourteen (14) calendar days prior to that date;
- b. presiding at the meetings;
- c. ensuring minutes of each meeting are kept and circulated;
- d. maintaining red-line versions of proposed changes and moderating online committee discussions of proposals;
- e. updating changes to the AASOPs and publicizing those changes, with specific notice to affected groups.

OP 1.3.4 Meetings and Business of the ARC. The ARC shall meet once per quarter to consider any suggested changes proposed by its membership or coming from the Faculty Senate, the Council of Chairs, the Council of Deans, or the Office of Academic Affairs.

OP 1.4 Process for Updates and Changes to the AASOPs.

OP 1.4.1 Technical Corrections and Conforming Changes to the AASOPs.

All technical corrections and conforming changes to the AASOPs required by changes in state or federal law, UNC System or Appalachian State University policy, shall be made by the Senior Vice Provost with final approval by the Provost and Executive Vice Chancellor.

OP 1.4.2 Recommendations for Changes to the AASOPs. Recommendations for changes to the AASOPs may come from the Faculty Senate, the Council of Chairs, the Dean's Council, or the Office of Academic Affairs. Those recommendations shall be submitted to the Senior Vice Provost in redline form no later than one (1) calendar month prior to an ARC meeting.

OP 1.4.3 Consideration of Changes by the ARC. The Senior Vice Provost shall promptly make the redline available to ARC members in a private, online forum for discussion and comments prior to the next upcoming meeting. Discussion may also occur at the meeting.

OP 1.4.4 Campus Review of Draft AASOP Changes. If the ARC votes in favor of a change to the AASOPs, the Senior Vice Provost shall issue a proposed redline version to the Faculty Senate, the Council of Chairs, the Dean's Council, and the Office of Academic Affairs for feedback no less than two (2) weeks after its meeting. The ARC shall consider and vote on a final draft at its next meeting.

OP 1.4.5 Final Approval of AASOPs Changes. All recommended changes to the AASOPs must be approved by the Provost and Executive Vice Chancellor.

OP 1.4.6 Plan for Implementation and Circulation of AASOPs Changes. All changes to the AASOPs shall include an implementation date and a plan for circulation to groups affected by the change.