

Faculty Meeting  
9/17/2025 Noon  
Mill 201

- I. Welcome and Minutes: <https://mtech.edu/facultystaff/facultysenate/minutes/docs/2025/minutes-9-03-25.pdf>

**Information Items**

- II. Reserved (CRC, GERC, GC)  
a. Curriculum Review Committee Will provide drafts of new (simplified) proposal applications.  
b. General Education Review Committee will provide a draft update of their charge and composition.
- III. Part-Time / Adjunct Software Access
- IV. Update on Dream Big Priorities and process (see attached)
- V. First read of policies for review on 10-1-25  
a. Formulation and Issuance of University Policies  
b. Naming of Buildings (forthcoming)  
c. Hazing  
d. Student Code of Conduct

**Discussion Items**

- VI. Montana Tech Culture Statement
- VII. Course Evaluations
- VIII. Recording faculty senate meetings
- IX. Canvas and online summer courses
- X. Proposal for recusal policy
- XI. For the good of the order

# Montana Technological University

## Formulation and Issuance of University Policies

### Subject:

Section 200 - Governance and Organization

### Number:

200.1

### Effective date:

~~February 1, 2024~~ October 1, 2025

### Review date:

~~February-October 1, 2027~~ 2028

### Responsible Party:

~~Vice-Chancellor of Administration and Finance~~ Chief of Staff

Historical versions: [Link if applicable.](#)

### Introduction and Purpose:

Montana Technological University's (University) policies provide a clear framework of transparent governing principles applicable throughout the campus. All university policies are consistent with relevant federal and state laws, rules and regulations, current Collective Bargaining Agreements, negotiated Memorandums of Understanding, and the Board of Regents Policies and Procedures.

### Authority:

The ~~Vice-Chancellor of Administration and Finance~~ Chief of Staff is responsible for maintaining a master list of University Policies and for managing communications related to University Policies.

### University Policy:

Policies establish a framework for what will or will not be done at the University and reflect the rules governing the implementation of campus processes. Only the policies listed on the University Policies Website as of December 31, ~~2024-2025~~ or approved via this policy will be applicable/enforced campus-wide. These University Policies apply across departments and for multiple audiences. Departments and/or Colleges may also have

**Commented [JJ1]:** While we got a good start on filling out the index, this was not a priority and there are definitely gaps that we should try and fill if possible (800. Compensation, for instance has very little included)

policies specific to their areas, but because of their department-specific focus, these are not University Policies. Department and/or College policies may not contravene University Policies. When in doubt, the ~~Executive Team~~Chancellor's Cabinet (Cabinet) will determine if a policy is a University Policy and, therefore, must follow *200.1 Formulation and Issuance of University Policies*.

A University Policy:

- Is a governing principle that permits, requires, or restricts actions;
- Is durable, changing infrequently and setting a course for the foreseeable future;
- Is broad enough to permit discretionary action in the resolution of day-to-day situations, yet specific enough to provide clear guidance;
- Is compliant and assures compliance with applicable laws and regulations, enhances the University's mission, promotes operational efficiencies, and/or reduces institutional risk.

Proposed new policies or amendments to current policies can come from the Board of Regents or any current employee or student at any time. The primary sponsor of the new policy or the amendment is the owner of the policy until approval or dismissal.

University Policies will be formally numbered and assigned to a member of the ~~Executive Team~~Cabinet as follows:

200. Governance and Organization (Chancellor)

300. Academic Affairs (Executive Vice Chancellor for Academic Affairs)

400. Research and Public Service (Vice Chancellor for Research)

500. Student Affairs (Vice Provost for Student Affairs)

700. Personnel (Vice Chancellor for Administration and Finance)

800. Compensation (Vice Chancellor for Administration and Finance)

900. Financial Affairs (Vice Chancellor for Administration and Finance)

1000. Physical Plant (Vice Chancellor for Administration and Finance)

1200. Athletics (Director of Athletics)

1300. Information Technology (Executive Vice Chancellor for Academic Affairs)

1900. Miscellaneous (Chancellor will assign individually to ~~an Executive Team~~a Cabinet member))

University Policies must be reviewed no later than three years from their effective date. The Chief of Staff will prompt the designated ~~Executive Team~~Cabinet member to review policies before expiration. At the time of review, the designated ~~Executive Cabinet~~ Member may renew for up to three years, make minor or routine changes, or suggest amendments that must abide by Montana Technological University Policy 200.1.

The Chancellor may adopt an interim policy without dissemination and review if necessary. The policy shall remain an interim policy until formally approved after going through the established University Policy and Procedures Instructions (UPPI) document. Interim policies will automatically expire six months after adoption if not reviewed and approved as outlined in this policy.

Minor or routine changes to policy or changes mandated by state or federal law or the Board of Regents may be made by the Chief of Staff with guidance from the designated ~~Executive Team~~Cabinet member. Minor or routine changes include items such as updating a title, reference, law, regulation, or organizational name listed in a policy, changes required by law or regulation, or correction of typographical errors.

#### **Policy Collection and Archiving:**

All institutional policies and amendments to policies, upon ratification by the Chancellor, will be collected and archived by the Chief of Staff. A copy of all university policies shall be kept electronically on the [University Policy Website](#).

#### **Procedures:**

Procedures reflect current operational processes for completing tasks. Procedures contain details that include specific steps, process examples, forms to use, and contact information for assistance. Procedures and processes govern daily practice and are more subject to change. Official procedures will often be linked to policies.

The University Policy and Procedures Instructions (UPPI) document contains all of the established procedures for creating new policies and amending current policies. The UPPI is maintained by the ~~Executive Team~~Chief of Staff and published on the University Policy Website. Any changes to the UPPI will be presented at the next scheduled ~~Leadership Team~~Cabinet Meeting as an information item, and again at the following ~~Leadership Team~~Cabinet Meeting as an Action Item, before being finalized and published.

#### **Internal control considerations, if applicable:**

*How to ensure adequate safeguarding of assets, e.g. segregation of duties, misuse or fraud, etc.*

---

Adopted by: (Chancellor)

---

Date

# Formulation and Issuance of University Policy and Procedures Instructions (UPPI):

Whether you are submitting a new or revising a current policy, the University Policy and Procedure Instructions must be followed.

1. Utilize the Standard Policy Format.
2. Utilize the Formal Numbering System.
3. Reference current/previous versions if applicable, retain all versions in archive.
- ~~4. Meet with the designated Executive Team member for a discussion about the proposed new or amended policy. The purpose of this meeting is to notify and share information, not to gain approval.~~
4. The Executive Team member will then submit the proposed new or amended policy to the Chief of Staff, who will include it as a **Discussion Item** at the next scheduled Executive Team Cabinet meeting.
5. If the Owner has not already had the proposed policy analyzed by the Budget Director and Vice Chancellor of Administration and Finance, the Chief of Staff will work with the Budget Office to provide a Fiscal Note if applicable.
6. If the Owner has not already had the proposed policy approved by Legal, the Chief of Staff will have the Legal Department at the University of Montana review and work with the owner until it is deemed legal.
- ~~5.~~
- ~~6. The Executive Team will discuss and share feedback with the owner.~~
7. The Owner may then revise, revoke, or send an unchanged version back to the Chief of Staff, who will place it on the agenda as an Information Item for the next scheduled Leadership Team meeting. Each member of the Leadership Team Cabinet will have 30 days, or until 7 days after the next scheduled shared governance meeting, whichever is longer, to share with key members of their various constituencies and, including Faculty Senate, Staff Senate, and ASMT, to gather additional feedback and share it with the owner.
  - a. Policies directly pertaining to students must go through the ASMT process before being brought back to the Leadership Team Cabinet for a recommendation.
  - b. Policies originating from the Faculty Staff Handbook or directly involving academic issues must be carried in writing, either by a faculty member, the Faculty Senate, or the administration, to the Faculty Senate and followed by a discussion in a faculty meeting. A recommendation will require an affirmative vote at a general faculty meeting before being brought back to the Leadership Team Cabinet for action.
  - c. Policies originating from the Faculty Staff Handbook that have a direct impact on university staff members must also be brought to the Staff Senate for a recommendation.

Formatted: Font: Bold

8. The Owner shall incorporate edits based on the shared governance input and provide the Chief of Staff with the updated proposal to be included as an Action Item on the first Cabinet meeting following the review period.

Formatted: Font: Bold

~~The Cabinet will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal to the Chancellor. The Chief of Staff will place the policy on the next scheduled Executive Team Meeting agenda. The Executive Team will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal to the Chancellor.~~

~~8.-~~

~~9. If the Owner has not already had the proposed policy analyzed by the Budget Director and Vice Chancellor of Administration and Finance, the Chief of Staff will work with the Budget Office to provide a Fiscal Note if applicable.~~

~~10. If the Owner has not already had the proposed policy approved by Legal, the Chief of Staff will have the Legal Department at the University of Montana review and work with the owner until it is deemed legal.~~

~~11. Upon approval by Legal, the Chief of Staff will place the proposed policy on the next scheduled Leadership Team agenda as an Action Item.~~

~~12. 9. The Leadership Team will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal, to the Executive Team.~~

~~13. 1. The Chief of Staff will place the policy on the next scheduled Executive Team Meeting agenda. The Executive Team will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal to the Chancellor.~~

~~14. 10. The Chancellor will approve or reject. If the proposal is rejected, the Chancellor will give feedback to the Owner as to why.~~

~~15. 11. If the proposal is approved, the Chief of Staff will publish to the University Policy website, share back with the Leadership Team the Cabinet, and share it in the Weekly Update.~~

~~16. Members of the Leadership Team Cabinet will share the updated/new policy with their own constituencies.~~

12.

Formatted: List Paragraph, Indent: Left: 0", Space Before: 15 pt, After: 15 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5", Pattern: Clear (White)

# Student Code of Conduct

**Subject:**

*Student Affairs*

**Policy Number:**

*500*

**Revised:****Effective date:**

*October 1, 2025*

**Review date:**

*October 1, 2028*

**Responsible Party:**

*Vice Provost for Student Success and Dean of Students*

**Version History:**

*N/A*

---

**Introduction and Purpose:**

*This Code of Conduct embodies and promotes honesty, integrity, accountability, and duties associated with citizenship as a student in our community at the Montana Technological University. This Code exists to protect the interests of the community and dignity of its members, and to challenge those behaviors which are not in accordance with our policies.*

**University Policy:**

*The Student Code of Conduct describes expected standards of behavior for all students, including academic conduct and general conduct, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations.*

**Procedures:**

*Complete procedures for addressing alleged conduct violations can be found within the [Student Code of Conduct](#).*

**Internal control considerations, if applicable:**

---

Adopted by: (Chancellor)

---

Date

# Hazing Policy

**Subject:**

*Student Affairs*

**Policy Number:**

*530*

**Revised:****Effective date:**

*October 1, 2025*

**Review date:**

*October 1, 2028*

**Responsible Party:**

*Vice Provost for Student Success and Dean of Students*

**Version History:**

*N/A*

---

**Introduction and Purpose:**

*This policy defines behavior that is considered hazing and outlines the process used to report and investigate acts of hazing. It also outlines institutional hazing prevention efforts.*

**University Policy:**

*The University strictly prohibits hazing in all forms, regardless of the consent of those involved. Hazing is contrary to the values and mission of the University and is a violation of institutional policy and federal law under the Stop Campus Hazing Act (an amendment to the Clery Act).*

*This policy applies to all students, student organizations, faculty and staff. It covers conduct occurring on or off campus, during University-affiliated activities, and in virtual environments.*

*The University strives to promote a safe and respectful learning environment and takes all reports of hazing seriously. The University is also committed to ongoing education, training, and prevention efforts to eliminate hazing and promote student well-being.*



**Definitions:****Hazing**

*Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—*

- 1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and*
- 2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—*
  - a) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;*
  - b) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;*
  - c) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;*
  - d) causing, coercing, or otherwise inducing another person to perform sexual acts;*
  - e) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;*
  - f) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and*
  - g) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.*

**Student Organization**

*Student Organization is defined as an organization at the University (such as a club, society, association, varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the University, whether or not the organization is established or recognized by the University.*

**Procedures:**

*Complete procedures for addressing alleged hazing and all other alleged conduct violations can be found within the [Student Code of Conduct](#).*

**Internal control considerations, if applicable:**

---

Adopted by: (Chancellor)

---

Date

## VI. Draft Montana Tech Culture Statement

At Montana Tech, we:

- Support each other through empathy and care.
- Encourage open dialogue and professional communication.
- Strengthen collaboration and interconnectivity.
- Embrace collective responsibility and personal accountability.

## X. Recusal Policy:

Proposed recusal policy for employees serving on committees that adjudicate matters.

An employee serving in any capacity that adjudicates matters shall recuse themselves if there is a potential conflict of interest, appearance of impropriety, or potential bias. Any employee or student may request the removal from participation of any person serving in a capacity adjudicating a matter affecting them, by alleging potential bias, conflict of interest, and or appearance of impropriety.

Procedure:

The employee shall inform the applicable authority that they are recusing themselves from the matter. The person recusing is not required to give a reason. The appointing entity for that person shall appoint a suitable replacement to serve in an interim capacity for that matter only.

If recusal is requested by a party to the matter, the employee may decide to recuse. If the employee declines to recuse, the party may request that the appointing authority review the circumstances. If such request is made, the appointing authority for that employee shall decide whether to remove that employee from participation in that matter.

All parties shall be notified of a recusal and allowed sufficient time to prepare for the matter after recusal.

From Wikipedia, source of all un-peer-reviewed knowledge:

*"Recusal is the legal process by which a judge, juror, or other adjudicator steps aside from participating in a case due to potential bias, conflict of interest, or appearance of impropriety. This practice is fundamental to ensuring fairness and impartiality in legal proceedings, preserving the integrity of the judiciary, and maintaining public confidence in the legal system. Historical and modern legal frameworks outline specific grounds for recusal, such as personal or financial conflicts of interest, prior involvement in a case, or demonstrated bias."*

Bias per Merriam Webster: *"an inclination of temperament or outlook especially a personal and sometimes unreasoned judgment."*

COI From UCF: <https://compliance.ucf.edu/understanding-conflict-of-interest/>

*"A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions in the workplace."*

Appearance of Impropriety: [https://codelibrary.amlegal.com/codes/coloradospringsco/latest/coloradosprings\\_co/0-0-0-683](https://codelibrary.amlegal.com/codes/coloradospringsco/latest/coloradosprings_co/0-0-0-683)

*"An appearance of impropriety is created when a covered person will or may take a direct official action that, although not constituting a conflict of interest, will or may create a reasonable perception that the covered person's ability to carry out his or her official duties with integrity, impartiality, and competency is impaired."*