# Policy Communications Template

(DATE)

Dear (TARGET AUDIENCE),

There are UNT policy updates that may impact you. The affected policies are listed and linked below, along with their key changes. These changes will go into effect (insert date). If you have questions, please contact (insert name and contact info) for assistance.

Policy Updates:

*(Below are three different ways to explain policy changes. Please use the option that makes the most sense based on the respective policy change. For example, Option A works best for communicating about a policy that underwent only minor edits. Option B is best used when there are multiple, easily explained changes. Option C is best for more complex or significant policy changes.)*

## Option A

* [UNT Policy 06.001 Evaluating, Awarding, and Accepting Credit](https://policy.unt.edu/policy/06-001)
  + Key change: The policy was edited for clarity.
* [UNT Policy 06.041 Stewardship of and Open Access to Works of Scholarship](https://policy.unt.edu/policy/06-041)
  + Key change: The requirement for faculty to deposit their published scholarship to UNT Scholarly Works has been eliminated. The depository still exists, however, and faculty are welcome (and encouraged) to use it.

## Option B

### 06.025 Faculty Misconduct and Discipline

* The updated version provides a sequence of events at each level of review, starting with departmental review.
* The new version acknowledges that some misconduct allegations, such as those related to research misconduct, sexual harassment, and discrimination, are adjudicated under the auspices of a different policy and/or process. That was always the case, but the Policy Oversight Committee wanted to provide more transparency.
* As unit administrators, deans, and the provost review misconduct allegations/findings, they may receive additional information from the faculty member, unit administrator, and other knowledgeable parties. The updated version notes that new information must be shared with the faculty member and other decision-makers.
* The deadline for faculty members to respond to allegations/findings of misconduct has increased from 10 to 30 days.

## Option C

### 06.040 Grade Appeals

* **Grounds for an appeal**: Under the previous policy version, there were two grounds for an appeal. With the goal of creating greater clarity, the Faculty Senate established three grounds for an appeal.

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| **Previous language** | **New language** |
| 1. inequitable treatment that is the result of departure from the instructor’s stated standards, and course policies; or 2. a decision based on an error in fact. | 1. grade was based on unfair treatment; 2. instructor departed from standards set out in the course syllabus without a rational academic reason; or 3. an error was made in calculating the grade, including failure to factor an assignment, project, quiz, or examination. |

* **Appeals based on discrimination or sexual harassment**: The previous policy version acknowledged a separate process for handling appeals based on discrimination or harassment. The new version specifies that students must report appeals of this nature to the Office of Equal Opportunity.

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| **Previous language** | **New language** |
| If the student believes that the grade was assigned inappropriately due to discrimination or sexual harassment*, the case must first be resolved through procedures for such complaints* (see [UNT Policy 16.006, Information and Procedural Guidelines for Pursuing and Resolving a Complaint of Discrimination, Including Sexual Harassment](https://policy.unt.edu/policy/16-006)). | If the student believes that the grade was assigned due to discrimination or sexual harassment*, the student must report this belief to the Office of Equal Opportunity*. That allegation must be resolved through the UNT Resolution Procedures for Complaints of Discrimination, Harassment, or Retaliation, before the appeal can proceed. |

* **Appeals to the dean**: Under the previous version of the policy, the unit administrator’s decision could only be appealed to the dean on procedural grounds. It was very important to the Policy Oversight Committee to establish broader grounds for appeal. Under the new version, therefore, faculty and students may appeal to the dean on procedural and/or substantive grounds. “Substantive,” means appeals based on allegations of unfair treatment, deviation from the syllabus, or grade calculation error.

* **Timeline**: While the basic timeline for an appeal remains the same, please note the following changes.

1. “If the unit administrator determines that the appeal is based on at least one of the three grounds mentioned above, the unit administrator shall provide the instructor with a copy of the written appeal within three (3) calendar days of its receipt.”
2. Appeals to the dean may “extend the time limit on resolution of the grade appeal by no more than three weeks.” Previous language allowing for longer extensions in “extraordinary circumstances” has been deleted.

Please don’t hesitate to contact me should you have any questions or concerns.

Sincerely,

(SENDER NAME)