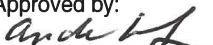


BGSU Firelands Governance Document Policy	Documents	Document Index
Approved by: 	Date Revised 06/13/2022	FC 9211

PURPOSE

Defines the organization of the document system and provides a list of current documents and the latest revision date. Revisions to this document are made and distributed by the BGSU Firelands Dean's Office.

Documents are organized by subject and purpose.

Organization by Subject

The first digit of the FC document number identifies the subject series. The subject series code that is defined by the first digit includes:

- 1X = Mission of the College
- 2X = The Dean and the Faculty Organization
- 3X = College Council
- 4X = Academic Committees
- 5X = Administrative Committees
- 6X = Administrative processes
- 7X = Recognition and Awards
- 8X = currently unassigned
- 9X = Document Control

The second digit of the subject code defines a specific committee, function or activity.

Organization by Purpose

The third digit of the document number identifies the document's purpose as a policy, procedure, instruction or sample. The purpose of each are described below.

- XX1X = Policy
- XX2X = Procedure
- XX3X = Instructions
- XX4X = Forms or Records
- XX5X = Sample documents

Policies

Policies contained in this document state a commitment to that policy.

Procedures

Procedures define who will do what to accomplish a given task. Tasks are described briefly in the sequence that they occur. Where necessary, instructions provide detailed information.

Instructions

Instructions provide detailed information on how to complete a specific task.

Forms or Records

Standardized forms or records that are approved for use.

Samples

Samples are intended to provide guidance and are not necessarily requirements.

1	Mission	
1011	Mission of BGSU Firelands College	06/13/22
2	Dean & Faculty Organization	
2011	The Dean	02/20/07
2111	College Faculty Organization	02/20/07
2112	Faculty Meetings	02/20/07
2121	Election of Faculty Officers	03/06/20
2122	Officers, representatives and their basic duties	05/17/19
2123	Committees Election Timeline	03/06/20
3	College Council	
3011	College Council	04/06/22
3021	College Council Agenda	12/01/17
3022	College Council Recommendations	02/23/18
3023	Ad Hoc Committee Procedure	02/17/17
3024	Firelands Dean Evaluation	02/23/18
4	Academic Committees	
4011	Academic Affairs	04/06/22
4012	Curriculum Guidelines	02/20/07
4021	Curriculum Changes	02/20/07
4031	AAC Chair Duties	03/06/20
4111	Academic Review Board	02/20/07
4112	Substitution and Waiver Guidelines	02/20/07
4121	Reinstatement Petitions	02/20/07
4141	Substitution/Waiver Request	02/24/12
4142	Petition for Reinstatement	02/24/12
4143	Advisor Recommendation	02/24/12
4151	Petition Vote	02/24/12
4211	Program Review Committee	<i>under revision</i>
4221	Program Review Process	<i>under revision</i>
4231	Program Review Report	<i>under revision</i>
4232	Tech Prep Program Review Report	withdrawn
4311	Library Advisory	02/20/07
4411	Common Read (formerly All College Book)	05/17/19
4511	College Reappointment, Promotion, & Tenure	10/05/16
4512	Nontenure Track Promotion Review Committee	withdrawn
4611	Advancement of Faculty Scholarship and Creative Work Committee	10/14/16
5	Administrative Committees	
5011	Workplace Culture (formerly Human Relations)	10/27/17
5111	Budget	11/18/16
5121	Budget Review	01/20/17
5211	Information Technology	04/06/22
5212	Information Technology Academic	withdrawn
5213	Information Technology Administrative	withdrawn
5311	Instructional Television	withdrawn
5411	Capital Improvements Advisory Committee	03/06/20
5511	Diversity and Belonging Council	04/06/22
6	Administrative Processes	
6011	Faculty Space Allocation	05/04/16
7	Recognition and Awards	
7011	Distinguished Teacher Award	01/29/16
7021	Distinguished Teacher Award Committee	01/29/16
7111	Distinguished Administrative Staff Award	10/23/15
7121	Staff and Alumni Awards (formerly Dist. Admin. Staff Award Committee)	03/06/20
7211	Distinguished Classified Staff Award	10/23/15
7221	Distinguished Classified Staff Award Committee	05/04/16
8		
9	Documents	
9011	Document Control	2/20/07
9121	Document Revisions	3/9/12
9131	Distribution	05/07/19
9211	Document Index	07/21/21