**EPCC Appeal Policy**

This policy explains the procedures to be followed in order to appeal to change a decision/ruling made by the CLAS Educational Policies and Curriculum Committee (EPCC).

Any faculty member or Department may opt to file an appeal to change an EPCC decision/ruling within three (3) months of said ruling. Appeals filed after this three month window (counted from the day the decision is conveyed to the faculty member/Department) will not be considered.

The faculty member or Department filing the appeal must include the following materials in support of their filing. Incomplete applications will be returned to the filing party without consideration.

1. A cover letter that explains the reasons for the appeal in detail, including a discussion of the EPCC’s decision, the reasons for that decision, and how/why this reasoning is inadequate or faulty.[[1]](#footnote-1) Please be sure to include a discussion of any factors that bear on the decision that were not adequately (or at all) conveyed to the EPCC by the faculty member or Department.  The cover letter should not exceed 3 pages, single-spaced. Applications with longer cover letters will not be considered.
2. The original application to the EPCC, in its entirety.
3. All additional correspondence with the EPCC about the application, including the email/letter in which the decision was conveyed to the filing party.
4. Any additional supporting documentation that the filing party would like the EPCC and CLAS Council to consider. “Supporting documentation” does *not* include additional narratives from the filing party, but rather other kinds of documentation to support the appeal, for example, letters from other departments supporting the appeal, or letters from community organizations advocating for the course or program, etc.

Complete applications for appeal should be filed with/submitted to the CLAS Council Chairperson and the EPCC Chairperson simultaneously in an email to all parties with the application attached.

In considering the filings, the EPCC shall have the opportunity to review its prior decision first, should the members of the EPCC so choose. The EPCC may also decide not to review the filing, in which case it will be sent onward to the CLAS Council for review. The EPCC may decide to amend its original decision or to uphold its original decision. If, following the review, the EPCC decides to uphold the original decision, the filing will be sent onward to the CLAS Council for review.  During the academic year, the EPCC will have 30 days to respond. Applications for appeal submitted after the final May meeting will be considered at the first meeting in August when the EPCC reconvenes.

Once a filing reaches the CLAS Council, the Council (understood to mean whatever subset of representatives on the Council is in attendance at a given Council meeting) will decide whether or not it will be reviewed. If the Council chooses not to review the filing, the EPCC’s original decision is binding and final. If the Council chooses to review the filing, it may subsequently decide to reject or uphold the original EPCC decision. The Council’s decision is binding and final. During the academic year, the Council will have 30 days to respond. Applications for appeal submitted after the final May meeting will be considered at the first meeting in September when the Council reconvenes.

Members of the EPCC and the CLAS Council who have a conflict of interest in regard to a given appeal application are encouraged to consider their capacity to vote impartially and to recuse themselves from voting on that case if such action is warranted.

The outcome of the CLAS Council’s deliberations will be conveyed simultaneously to both the filing party and the EPCC Chairperson via email, along with a brief rationale.

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This policy was approved by the CLAS Council with a vote of FILL 9-0-0 on 12/13/2018.

CLAS Council Executive Committee: Sasha Breger Bush (Chair), Erik Olsen, Jan Mandel, William Wagner, Stacey Bosick, and Darryl Mehring

This policy was approved by the Dean of the College of Liberal Arts and Sciences:

Dean’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

1. Faculty or Departments may also file an appeal with the EPCC if their original proposal received no response from the EPCC. The EPCC may take up to 3 regularly scheduled meetings during the regular academic year to make a decision on an original application before faculty/Departments are eligible to file an appeal for this reason. Please be sure to clarify all submission dates in the cover letter, and include all correspondence with the EPCC, including follow-up notes/emails. This policy does not apply to decisions that are still under consideration. This current policy is subject to revision by EPCC, in consultation with CLAS Council, when EPCC policies are amended. [↑](#footnote-ref-1)