

BGSU Firelands Governance Document Policy	Documents	Document Index
Approved by:	Date Revised September 29, 2009	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

1011 Mission of BGSU Firelands College 2/20/07

2

2011 The Dean 2/20/07
2111 College Faculty Organization 2/20/07
2112 Faculty Meetings 2/20/07
2121 Election of Faculty Officers 12/7/07
2122 Officers, representatives and their basic duties 4/08/08

3

3011 College Council 3/22/08
3021 College Council Agenda 2/20/07
3022 College Council Recommendations 2/20/07

4

Academic Committees

4011 Academic Affairs 2/20/07
4012 Curriculum Guidelines 2/20/07
4021 Curriculum Changes 2/20/07
4031 AAC Chair Duties 2/20/07
4111 Academic Review Board 2/20/07
4112 Substitution and Waiver Guidelines 2/20/07
4121 Reinstatement Petitions 2/20/07
4141 Substitution/Waiver Request 8/24/00
4142 Petition for Reinstatement 2/20/07
4143 Advisor Recommendation 5/03
4151 Petition Vote 2/20/07
4211 Program Review Committee 2/20/07
4221 Program Review Process 2/20/07
4231 Program Review Report 2/20/07
4232 Tech Prep Program Review Report in progress
4311 Library Advisory 2/20/07
4511 College Promotion Tenure Review 9/29/09

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Administrative Committees

5011 Human Relations 9/18/09
5111 Budget 2/20/07
5121 Budget Review 2/20/07
5211 Information Technology 1/27/09
5212 Information Technology Academic 1/27/09
5213 Information Technology Administrative 1/27/09
5311 Instructional Television withdrawn

6

6011 Faculty Space Allocation 12/7/07

7

Recognition and Awards

7011 Distinguished Teacher Award 2/20/07
7021 Distinguished Teacher Guidelines 4/08/08

8

9

Documents

9011 Document Control 2/20/07
9121 Document Revision 2/20/07
9131 Distribution 2/20/07
9211 Document Index 9/29/09