

John D. Odegard School of Aerospace Sciences
Aviation Department

SUBJECT: II.1 Aviation Department Academic and Personnel Policies (revised 09/2017)

PURPOSE: To establish procedures for initiation, approval, and implementation of Aviation Department academic and personnel policies.

POLICY: Aviation Department policies provide general guidance to both students and faculty on a wide range of departmental issues. They standardize how we do business, provide an overview of department procedures to new faculty members, and record department philosophy on day-to-day instructional activities.

The procedures are as follows:

- a) Aviation Department Policies are in accordance with the general guidance provided by John D. Odegard School of Aerospace Sciences Policy Procedure I.1.
- b) Department policy review may be initiated by any Aviation Department staff member. They will then be reviewed as designated by the Aviation Department Chair and presented to the faculty for discussion and recommendation. All new policies and updates will be forwarded to the Aviation Department Chair and Dean for approval, dissemination and recording.
- c) Aviation Department policies will be reviewed annually as designated by the Aviation Department Chair to ascertain currency and validity. Revisions will be prepared as needed and submitted for concurrence as outlined above.
- d) Exceptions and Clarifications to these policies may be granted by appealing to the faculty as a whole at regularly scheduled faculty meetings.