Senate Proposal Approval Process 104.1.1

“A-list” items must be approved by this process.

“B-list” proposals developed by the senate, or submitted to the senate for input, would also typically follow this process.

Edits Made OR If not senate policy/process, forward suggestion to responsible unit

All proposals

Senate Exec. Committee
- Reviews draft
- Determines routing
- Assigns proposal number
- Refers to committee(s) as appropriate

New Proposal or Significant Revision

Stakeholders provide input/support as needed

Originators/Authors Work with committee to make revisions

Committee introduces proposal to full senate

Stop: proposal disregarded or reworked for resubmission

Senate Committee(s)
Review, revise, and seek input to finalize draft to submit to senate. Determines voting units.

As needed

University Senate Discuss & vote

As needed

Administrative Response Memo sent to President’s Office, or to the office of their official designee, to review and approve

Approved

Disseminate Decision/approved document See: 104.1.2

Board of Trustees

Originators:

Originals/Authors Work with committee to make revisions

Definitions:

Editorial Change: Minor changes to a policy/procedure that do not change the intent (e.g. changing “Board of Control” to “Board of Trustees”, changing contact information, updating broken links).

Substantial Revision: Changes that potentially alter the intent or purpose of the current approved policy/procedure.

New Proposal: A proposal that addresses a new issue not previously addressed in an approved policy/procedure.