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## DOC 1982-07 Procedures for Handling Proposals Submitted to the Academic Senate

University of Dayton. Provost

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PROPOSAL TO THE ACADEMIC SENATE

TITLE: Procedures for Handling Proposals Submitted to the Academic Senate

SUBMITTED BY: Provost

DATE: December 20, 1982 / January 10, 1983 / February 18, 1983

Indicate the action required: Legislative, Concurrence, or Consultative, and refer to the appropriate reference in the Senate Constitution (Article IIB, 1, 2, 3).

ACTION IS: Procedures REFERENCE IS: Article VI D1; E4b, iii

DESCRIPTION OF PROPOSAL: State objectives, rationale, and how proposal is to be implemented

The following is submitted as a series of procedures for carrying on the regular business of the Senate.

Procedures for Handling Proposals  
Submitted to the Academic Senate

Introductory Procedures

1. A proposal is submitted to the Office of the Provost with the proper cover page (see enclosed). The Office of the Provost will give the proposal a specific number, e.g., 82-7, meaning in 1982, the seventh proposal.
2. The Provost will then place the proposal on the agenda for the Executive Committee of the Senate.

Executive Committee Procedures

1. The Executive Committee of the Senate will review the proposal and make one of the following decisions:
  - a. Assign the proposal to one of the Standing Committees.
  - b. Return the proposal to the originator for additional information or development.
  - c. Reject the proposal as not appropriate for Senate action.
  - d. Proceed otherwise as it deems appropriate.
2. If the proposal is assigned to a committee the Executive Committee may state specific conditions (e.g., time limits, delimitation of proposal, specific directives, etc.).
3. When a proposal is sent to a specific committee, copies of the proposal are sent to all Senate members and to all department chairpersons and academic program directors who are to share the copies with their faculty. When copies of proposals and documents are prohibitively long, an appropriate summary should be prepared by the originator of the document. This summary will be distributed, the same as above, with the entire document available for inspection in the Office of the Provost.

Standing Committee Procedures

1. The Standing Committee will review the proposal, do any research which it deems necessary, consult officers it deems appropriate, etc.
2. The Standing Committee will then rewrite the proposal in a form appropriate for Senate action, and call it a document using the same number as on the original proposal and adding a new date. All previous dates will be retained.
3. When the document is in this form the Standing Committee will make it available to the entire faculty. This could be done through the Campus Report or by having copies available at appropriate places, e.g., the Library.
4. Open hearings are not required of every document. When appropriate, the Executive Committee will direct that an open hearing be held by the Standing Committee. Such hearing will be held by the entire Committee.
5. After the hearing, if required, the Standing Committee will make any revisions it deems necessary, assign a new date, and submit the final document to the Executive Committee of the Senate.

Senate

1. The Executive Committee will then determine if the document is ready for Senate action.
  - a. If a decision is made that it is ready, the Executive Committee will place the document on the next Senate agenda.
  - b. If a decision is made that the document is not ready, it will be returned to the appropriate Standing Committee along with the specific reasons for returning it.
2. Once the document is on the Senate agenda the Senate will decide the appropriate action to be taken.
3. Final revisions of all documents will be sent to all Senators at least one week before the Senate meeting at which the revised document is to be discussed.

PROPOSAL TO THE ACADEMIC SENATE

TITLE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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2. The Provost will then place the proposal on the agenda for the Executive Committee of the Senate.

Executive Committee Procedures

1. The Executive Committee of the Senate will review the proposal and make one of the following decisions:
  - a. Act on the proposal as the Executive Committee.
  - b. Assign the proposal to one of the Standing Committees.
  - c. Return the proposal to the originator for additional information or development.
  - d. Reject the proposal as not appropriate for Senate action.
2. If the proposal is assigned to a committee the Executive Committee may state specific conditions (e.g., time limits, delimitation of proposal, specific directives, etc.).
3. When copies of proposals and documents are prohibitively long, an appropriate summary should be prepared by the originator of the document. This summary will be distributed to all Senate members with the entire document available for inspection in the Office of the Provost.

Standing Committee Procedures

1. The Standing Committee will review the proposal, do any research which it deems necessary, consult officers it deems appropriate, etc.
2. The Standing Committee will then rewrite the proposal in a form appropriate for Senate action, and call it a document using the same number as on the original proposal and adding a new date. All previous dates will be retained.
3. When the document is in this form the Standing Committee will make it available to the entire faculty. This could be done through the Campus Report or by having copies available at appropriate places, e.g., the Library.
4. Open hearings are not required of every document. When appropriate, the Executive Committee will direct that an open hearing be held by the Standing Committee. Such hearing will be held by the entire Committee.
5. After the hearing, if required, the Standing Committee will make any revisions it deems necessary, assign a new date, and submit the final document to the Executive Committee of the Senate.

Senate

1. The Executive Committee will then determine if the document is ready for Senate action.
  - a. If a decision is made that it is ready, the Executive Committee will place the document on the next Senate agenda.
  - b. If a decision is made that the document is not ready, it will be returned to the appropriate Standing Committee along with the specific reasons for returning it.
2. Once the document is on the Senate agenda the Senate will decide the appropriate action to be taken.



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DESCRIPTION OF PROPOSAL: State objectives, rationale, and how proposal is to be implemented

The following is submitted as a series of procedures for carrying on the regular business of the Senate.

4. At least one open hearing will be held to give the faculty a chance to voice their opinions. The hearing will be held by the entire Committee or by several members of the Committee.
5. After the hearing the Committee will make any revisions to deems necessary and submit the final document to the Executive Committee of the Senate.

Senate

1. The Executive Committee will then determine if the document is ready for Senate action.
  - a. If a decision is made it is ready the Executive Committee will place the item on the next Senate agenda.
  - b. If a decision is made the document is not ready, it will be returned to the Standing Committee along with the specific reasons for returning it.
2. Once the document is on the Senate agenda the Senate will decide the appropriate action to be taken.