

# Flow Chart for Approval of Amendments to the Faculty Senate Rules and Regulations

When FacEx receives request for amendment to FSRR they may:

- forward to Faculty Senate with recommendation for approval. (See notification for next step)
- forward to Faculty Senate without a recommendation for approval. (See notification for next step)
- return to committee or constituency that is requesting change for more information.
- return to committee or constituency with reason for no action taken.
- forward to a committee for additional information.

**NOTIFICATION:** 7 calendar days before FIRST Faculty Senate meeting at which the amendment will be discussed, a notification email is sent to Faculty and posted on governance website. (Excluding spring break, summer session and break, fall and thanksgiving break and winter break)

**DISCUSSION MEETING:** At 1<sup>st</sup> Faculty Senate Meeting after Notification email, initial discussion. No enactment, amendment, or repeal will be adopted at initial discussion meeting, unless two-thirds of majority of members present vote to suspend this provision.

**DEADLINE for written comments:** - Faculty, staff, and students may submit written comments on the issue until noon on the date of the meeting at which the Faculty Senate will vote on the matter.

**VOTE: 2nd SENATE MEETING – Members of the faculty** with opposing views may make brief presentations to the Faculty Senate before a vote is taken on the

## **Review of Faculty Senate's Action:**

- Immediately after Faculty Senate vote, if approved, email the recommendation to the Faculty w/21 calendar day deadline to request a review.
- For FSRR amendments, a petition signed by 100 members of the faculty can force a review by the Faculty Senate.
- If a petition is received - the review of the petition is at the next Faculty Senate meeting, item does not go to the provost and chancellor unless item is approved by a majority of members present at the meeting. If approved the results of the review with a copy of the petition is sent to the Provost.
- If no request to review by end of 21 calendar days, Faculty Senate's action is sent to Provost.
- If Provost approves, a recommendation to approve is sent to the chancellor by provost.
- If Provost does not approve, Provost advises Faculty Senate President in writing of reason. If Chancellor does not approve, Faculty Senate President invites Chancellor to discuss with Senate reason for rejection.
- Policy is effective once approved by Chancellor and received by University Governance.

## **Note:**

Pursuant to University Senate Code 2.5.4

The Faculty Senate may also approve, on behalf of the Faculty, statements of University policy or procedure that are generally applicable to University employees, except that, by vote of one-third of its members who are present and voting, the Faculty Senate may cause notification of the opportunity to request a review to be sent to the members of the faculty.