

# Process for Approval of Amendments to the University Senate Code (Code) & University Senate Rules and Regulations (USRR)

When SenEx receives request for amendment to Code or USRR they may:

- forward to University Senate with recommendation for approval. (See notification for next step)
- forward to University 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 senate committee for additional information.

**NOTIFICATION:** 7 calendar days before FIRST University Senate meeting at which the amendment will be discussed, a notification email that provides the explanation and reason for the proposed enactment, amendment, or repeal, is sent to Faculty/Staff/Students 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> University 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 University Senate will vote on the matter.

**VOTE: 2nd SENATE MEETING** – Those with opposing views may make brief presentations to the Senate before a vote is taken on the proposed enactment, amendment or repeal. Must approve by majority vote of those present.

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

- Immediately after Senate vote, if approved, email the recommendation to the Univ Community w/21 calendar day deadline to request a review (Excluding spring break, summer session and break, fall and thanksgiving break and winter break)
- For CODE/USRR amendments, any of the 4 constituent Senates **OR** a petition signed by 100 members of Univ Community can force a review by the Senate.
- If a petition is received - the review of the petition is at the next 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, 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 University Senate President in writing of reason. If Chancellor does not approve, University 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 1.9.4.

The University Senate may also approve statements of University policy or procedure that are generally applicable to the University Community, except that, by vote of one-third of its members who are present and voting, the University Senate may cause notification of the opportunity to request a review to be sent to the members of the four constituent senate as provided above.