

HOW TO PREPARE A PROPOSITION

Proposition Number: Contact the Faculty Senate (FS) Vice Chair or Recording Secretary for this bill number.

Sponsors: At least one Faculty Senator must be lead sponsor, more may be added, and faculty members that are not Senators may also join as co-sponsors.

Proposed Committee: The bill's sponsors can suggest a standing committee to hear the bill. The standing committees are Faculty Affairs, Scholastic Affairs, University Affairs and Long Range Planning.

Actual Committee Assignment: The final authorities for committee assignment are the FS Vice Chair, the Senate Leadership Committee (SLC), and the Senate itself. Generally, the FS Vice Chair will try to equalize the workload across the standing committees.

Title: Give a descriptive title. If the bill is a MEMORIAL, include that in the title.

Proposal: If the bill is a Proposition (an effort to modify University policy or Administrative Rules and Procedures (ARP)) in an area where the Senate has authority and experience to inform the change, please provide the complete edited language. Show language to be dropped and new language in a way that allows them to be distinguished. A conventional method is to ~~strike through~~ language to be dropped and to italicize new language. Be careful about using color to make the distinction – some people are color-blind, and others don't have color printers handy.

If the bill is a Memorial (a method to put the Senate's voice on the record on issues of relevance to faculty), please provide the proposed language.

Rationale: As briefly as possible, explain the pertinent history of the bill, why it is being put forward, and what it is intended to accomplish.

When the proposed bill is complete, please send it to the Faculty Senate Vice Chair, Chair, and Recording Secretary for presentation to the Senate Leadership Committee. Please allow enough time for the bill to be distributed to SLC members for study before the meeting and to be placed on the agenda. We are asking sponsors to get the bill submitted to the SLC 48 hours in advance of the SLC meeting (last Thursday of every month) to give the Recording Secretary time to get it posted to the Senate website and out to the SLC members. One or more sponsors must be present at SLC to make the presentation, and interested faculty that are not Senators are also welcome.