

2001

## FACULTY SENATE REFERRAL PROCESS

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### Recommended Citation

Grube, Bruce, "FACULTY SENATE REFERRAL PROCESS" (2001). *Faculty Senate Index*. 522.  
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# FACULTY SENATE REFERRAL PROCESS

## Issue Referred to SEC Using Appropriate Faculty Senate Form

SEC determines if the issue is a matter which falls within the jurisdiction of the Faculty Senate or if the issue is really a personal matter, rather an issue which affects substantive faculty interests, or if there has been an attempt to resolve the matter before referring the issue to the Senate.

(within Senate's jurisdiction, not a personal matter, an attempt to resolve the matter or find the information has been made)

YES



Is the nature of the issue such that it might be expediently handled by an administrative action?

NO



SEC refers the issue to the appropriate Faculty Senate committee for consideration.

The SEC will set a deadline for the committee to issue its report to the SEC and will provide a list of suggested resource persons to be contacted.

The committee will clearly define the issue, will interview resource persons, will collect other information and data, will analyze and evaluate, and will format recommendations as supported by the analysis and evaluation of the data and information collected. If the recommendation(s) contain budgetary implications, those must be clearly defined. Committee returns report to SEC by deadline.

YES

NO – the issue does not fall within the jurisdiction of the Senate.  
Person making referral is notified of this determination.

OR

NO – This is primarily a personal issue. The person making the referral is advised as to the proper University venue or process for addressing the issue. No further action is necessary.

OR

NO – Individual has not attempted to resolve the matter by contacting the appropriate person or office.

SEC discusses matter with the Provost. If the discussion determines that the issue can, and will, be resolved by administrative action, then no further action is necessary. The person making the referral is notified by the SEC of the outcome.

SEC receives report from the committee and evaluates the report. Is the report suitable for presentation to the Faculty Senate?

NO

YES

Report is returned to the committee for further consideration. The SEC will provide direction to committee to guide its work and will provide a deadline for sending a revised report back to the SEC.

Committee Report is placed on the agenda of the Faculty Senate.  
Report is provided to Senators in advance of the meeting.

Faculty Senate meeting: Committee chair will introduce the report and move its adoption by the Faculty Senate.

If the motion receives a second, then discussion will proceed per the rules of order governing the meeting.

If the report is approved, then it is recommended to the President of the University who shall receive the full Report as passed by the Faculty Senate.

The recommendation(s) are considered by the President.

The President will inform the Faculty Senate of the President's decision. The President will take action as necessary and appropriate if all or any of the recommendations are approved.