

Proposal Submission Checklist*

(Endorsed by Executive Committee and Standing Committee Chairs on 03-02-06)

Idea initiation → Committee Deliberations → Draft Motion

- Statement of Proposal (brief, i.e. at most one paragraph)

- Type of proposal
 - Policy Recommendation: (Specify exactly one of the following)
 - New Policy
 - Policy Revision (Include a statement of current policy and identify source)
 - Information Item
 - Concern: (Specify at least one of the following)
 - Expression of concern
 - Proposal for action
 - Curriculum Issue (Course, Degree Program Proposal/Deactivation, etc.)
 - Other
- Supporting Information* (*The purpose of such information is to provide University Senators and members of standing committees context to make informed decisions.*)
 - Rationale
 - General description of the significance and value of the proposal
 - Relationship to the University Senate Governing Principles (as appropriate)
 - Illustrative example(s) of consequence(s) of action/inaction
 - Relevant background and documentation at all levels (include all that apply)
 - Faculty or staff member initiation
 - Senator initiation or endorsement
 - Departmental initiation or endorsement (letter, meeting minutes, course proposal, syllabi, etc.)
 - School level initiation or endorsement (committee meeting minutes)
 - Initiation or endorsement by administrator/administrative committee

***ALL DOCUMENTS SUBMITTED MUST IDENTIFY AUTHOR(S) AND DATE DRAFTED.**