

# 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.**