

Procedure for submitting proposals to the faculty council:

1. Proposals may be submitted either by one of the standing committees, or by the faculty council itself.
2. Proposals must be submitted two weeks prior to a faculty council meeting for inclusion on the agenda. Proposals submitted after this date will be added to the agenda for the subsequent meeting. The agenda will be published to all faculty at least one week prior to the meeting.
3. Proposals should be submitted on the appropriate form, with the date of submission, proposal text, brief rationale, and submitting committee.
4. Proposal submitters are welcome to attend faculty council meetings to provide further explanation for the rationale for the proposal. Faculty council may recommend this after reviewing the agenda or in response to feedback from faculty after the agenda is publicized.
5. Individual faculty who wish faculty council to consider a proposal can work with their faculty council representative(s) to request addition of a proposal to the agenda.
6. Faculty council will assign a unique number to each proposal, identifying the academic year and committee from which the proposal originated (FC, AC, CC, ASC, or PAC). For example, 18-19-CC-3 represents the third proposal from the Curriculum Committee in the 2018-19 academic year.