

Guidelines for Formulating Charges to the Faculty Senate

Directions: Items 1 – 4 to be completed by initiator. Item 5 to be completed by Senate secretary or Chair.

1. Action Requested:

State specifically what action the Senate wants the committee to take. For example, update data; research relevant new data from this or another institution or institutions; update an outmoded policy; propose a solution or a revision of the handbook; write a report, etc. What is the desired outcome?

2. Current Policy:

Include a copy of the current policy and/or practice (if applicable) and reference where it is located.

3. Background:

Provide explanation of background and context for the proposed charge. What problem, issue, or experience prompts the proposal of the charge? Whenever possible, provide examples of the experiences impacted by the issue.

4. Potential resources:

What necessary information can you provide and what resources can you suggest to help the committee fully address the charge?

5. Senate Comments:

List any pertinent comments or suggestions raised in the Senate's discussion of this charge.

Also if this or a very similar charge has been proposed within the last 3 years and addressed by a committee, provide the results.