

Standard Operating Procedures

Setting the Agenda

Purpose

Provide step-by-step instructions for the Faculty Senate Chair, or a designee, to prepare and distribute Faculty Senate meeting agendas.

Procedure

Draft Agenda

1. Consolidate and review unresolved agenda items (e.g., old business) from previous meetings.
2. Review all suggested items submitted in writing by Faculty Senators no less than 1 week prior to the proposed meeting.
3. Review current curriculum proposals that require discussion by Faculty Senate.
4. Communicate with Provost Office to evaluate items of priority for inclusion in the meeting agenda.
5. Distribute the draft agenda for Faculty Senate meeting by email and post to Faculty Senate website 3 business days prior to the next scheduled Faculty Senate meeting.

Final Agenda

1. Evaluate any additional proposed agenda items received at least 1 business day before the scheduled meeting for consideration of inclusion on the final meeting agenda. Proposed items explicitly requested by at least a quarter of voting members of the Senate must be included.
2. Communicate, as necessary, with Provost Office in writing or in-person to finalize the agenda, including the estimated amount of time allotted for each agenda item.
3. Post the Final Meeting Agenda on Faculty Senate website by noon the day of the meeting and supervise the printing of the agenda for distribution at the meeting.