

## Faculty Senate Bill Approval Process

Step	Action	Responsibility
1	Bill introduced in Faculty Senate.	Senate
2	Shared with Deans Council and others for comments.	Senate
3	Hearing 1 - Discussed and amended.	Senate
4	Sent for comments to faculty; sent for comments to others as appropriate.	Senate
5	Hearing 2 - Debated, amended based on comments and/or bill available for vote by Faculty Senate. Bill approved or rejected.	Senate
6	Approved bill, along with redline version, forwarded to the President (or the President's designated Administrative Liaison).	Senate, Provost
7	President responds to Senate recommendation within 30 days: <ul style="list-style-type: none"> <li>• If the President approves, move to step 10.</li> <li>• If the President suggests modifications, return to step 5. (Note: If no agreement on modifications can be reached, move to step 9.)</li> <li>• If the President does not respond within 30 days, move to step 8.</li> <li>• If the President rejects without modifications, move to step 9.</li> </ul>	President
8	Formal inquiry on the status of the recommendation. If the President does not respond to the formal inquiry within 30 days, move to step 9.	FS Chair
9	Resolution asking if the Senate wishes to submit the recommendation directly to the Board of Regents. If resolution passes, see Article VII, Section C (4) of the Constitution for procedure to submit directly to the Board of Regents. <ul style="list-style-type: none"> <li>• If Board of Regents approves, move to step 10.</li> <li>• If Board of Regents does not approve, return to step 1.</li> </ul>	FS Chair
10	Bill presented to the campus community for 15-day review.	Senate
11	President approves bill after 15-day review by the campus community OR President and Faculty Senate discuss substantive concerns from community comments within 15 days of the end of the review period.	Senate, President
12	"Faculty Handbook Notice/Approval of Change or Addition" form filled out when a bill is approved.	Senate
13	Section number and page number identified.	Senate
14	Faculty Senate Chair and Faculty Senate Documents Committee Chair, conduct formal review of bill and change form.	Documents Committee Chair; FS Chair
15	Signatures obtained on change form to add a bill for a policy or procedure to Faculty Handbook.	Documents Committee Chair, FS Chair, Provost
16	Bill added to Faculty Handbook.	Senate, University Relations
17	Confirmation that posting of bill has been completed by University Relations to the Faculty Handbook is sent to Provost.	Senate
18	Hard copies (5) of the Faculty Handbook are made at the end of each academic year and distributed to the following areas: the Library (reference section), the Library (archives), the Office of the President, the Office of the Provost, and the Senate Office (Johnson Faculty Centre). (The President's and Provost's hard copies will also include an electronic copy on disc.)	Senate