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.