

Guidelines to Submit Proposals to the Academic Senate:

(Page 32 extracted from DOC 2007-05, *Processes and Procedures of the Academic Senate.*)

B. Template for Documents

Documents will be given the following format. The Executive Committee will determine the document number, the nature of the action, and the reference when the document is submitted and will make any changes as the document is assigned and developed. Documents will be listed in the university repository (http://ecommons.udayton.edu/senate_docs/) and archived by year and number with the DOC designator (e.g., DOC 2012-07 for the seventh document created in 2012).

PROPOSAL TO THE ACADEMIC SENATE

TITLE: This should give a clear indication of the content of the document

SUBMITTED BY: this may be any group or member of the University

DATE: The Executive Committee will assign a date for final action by the Academic Senate. If multiple actions are taken, this will be recorded and appropriate documents linked on the Academic Senate Website.

ACTION: Legislative Authority, Legislative Concurrence, or Consultation

REFERENCE: The section of the Constitution of the Academic Senate that gives the Senate authority on the issues and any other relevant University documents.

RATIONALE: This may be included in the opening of the document or may be stated here.