

Faculty Senate: Proposal for Review

Please email this form to [facultysenate@american.edu](mailto: facultysenate@american.edu)

To: Faculty Senate Leadership

From:

Date:

Proposal Title:

1. Issue/Question

Briefly explain or define, in a few sentences, the issue/question/problem at hand that you are asking the Faculty Senate to consider for its agenda.

2. Consent Agenda

The consent agenda of the Faculty Senate is meant for all the more minor and small technical changes, which will be expected to be voted on without any further discussion or review, unless requested by a Senator. Do you want your issue/question to be considered for the consent agenda?

Yes (please skip sections 4-8 and proceed to section 9)

No (please fill in sections 4-8)

3. Faculty Manual

Does your proposal involve any possible changes to the Faculty Manual?

Yes

No

Unsure

If yes, please briefly describe the proposed changes to the Faculty Manual.

4. Background Information/Issue History

Briefly provide, in a few sentences and if relevant, any additional background or contextual information to help frame the issue at hand. In particular, has the issue/question/problem been previously considered by the Faculty Senate? And if yes, what decision(s) did the Senate take or what feedback did it provide?

5. Stakeholders

Please identify any other stakeholder(s) for the issue/question/problem at hand and briefly describe their involvement in developing or vetting the proposal at hand.

6. Assessment of Options (optional and when relevant)

This section may not always be necessary, depending on the importance of the proposal. But for the more substantial or significant proposal, please do briefly review and describe the various options available, emphasizing the pros and cons for each option. Do note that the form uses three options as a template, but this can be amended, and it is possible to include fewer or more than three options. And of course, the status quo is always one possible option to consider.

Option No. 1:

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Option No. 2:

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Option No. 3:

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7. Recommendation

Please briefly describe, if relevant, why you are recommending one particular course of action.

8. Implementation Timeline and Oversight

If relevant, what is the likely timeline for the implementation of your preferred course of action. Is it likely that there will be follow up actions related to this proposal, and which the Senate should be aware of?

9. Consent Agenda

Please briefly explain why your issue/question should be placed on the consent agenda and should not require any further discussion during the Faculty Senate meeting.

10. Additional Information (optional)

If relevant, is there any additional information that is important for the Faculty Senate to be aware of?