

Faculty Senate: Proposed Agenda Item

Please email this form to facultysenate@american.edu

To: Faculty Senate Executive Committee

From:

Date:

Agenda Item Title:

1. Issue/Question

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

2. Type of Agenda Item

Consent Agenda (i.e., minor and small technical changes, which will be expected to be voted on without any further discussion or review, unless requested by a senator)

Information/Presentation (i.e., presentation on relevant topic, which may include time for discussion and questions and answers but no vote)

Action Item (i.e., proposed resolution or policy change that requires debate and a vote)

3. Shared Governance

If the agenda item is an action item or a consent-agenda item, please briefly describe what other actors and/or bodies deliberated on the proposal. Please confirm that the relevant senate committee has approved this item, if appropriate.

4. 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.

5. Additional Information

If relevant, is there any additional information that is important for the Faculty Senate to be aware of? If it's a policy change or other discussion item, please feel free to include the rationale here or attach a short memorandum.