Senate Charter Revision: Senate Procedure for University Policies

I. Rationale for the Charter Revision

With the inception of the WKU Policy on Policies (0.0001), there is a clear procedure by which University policies are created, revised, and repealed. The University Senate has an important role in this process: For Academic Affairs policies, the University Senate will be asked to provide advice and comment on draft, new policies as well as on the repeal or revision of existing policies. For policies arising out of other units within the university, the Senate may also be asked to provide such advice and consultation. In addition, the University Senate may initiate the creation of new policies.

However, the Senate does not have a set of internal guidelines for how to carry out this role. The goal of this charter revision is to describe the procedure by which the Senate provides advice and commentary on University Policies.

II. Proposed Revision (Addition to current charter)

V. Senate Procedures for University Policies

For Academic Affairs policies, the University Senate will be asked to provide advice and comment on draft, new policies as well as on the repeal or revision of existing policies. For policies arising out of other units within the university, the Senate may also be asked to provide such advice and consultation. In addition, the University Senate may initiate the creation of new policies.

A. The procedure for creation, substantial revision, or repeal of Academic Affairs policies is as follows:
   1. The Senate Chair will place the draft policy, or policy revision, on the action agenda of the next meeting of the Senate Executive Committee.
   2. The Senate Executive Committee will review the draft policy and:
      i. May agree to include the policy on the action agenda of the next Senate meeting, along with a determination as to whether the draft policy requires a second reading by the Senate, or
      ii. May agree to forward the policy to a standing committee or an ad hoc committee for additional review and revision. Reviews of draft policies that have been referred to a committee should be completed in a timely manner and returned to the Senate Executive Committee.
   3. For each draft policy placed on the action agenda of the Senate, the Senate may vote to:
      i. Recommend that the Provost take steps to pursue approval of the policy in accordance with University Policy 0.0000. The Provost will provide a written response to the recommendation, including a status report or justification if the recommendation is not endorsed at the next senate meeting, or
      ii. Not approve the recommendation and return it to the Senate Executive Committee with questions, comments, or revisions.
B. The procedure for creation, substantial revision (as determined by the Senate Executive Committee), or repeal of policies that are sent to the senate for review by units outside of Academic Affairs (see WKU Policy 0.000), is as follows:
   1. The Senate Chair will place the draft policy, or policy revision, on the action agenda of the next meeting of the Senate Executive Committee.
   2. The Senate Executive Committee will review the draft policy and:
      i. May provide input to the Responsible Office and place the draft policy on the information agenda of the next Senate meeting, or
      ii. The Senate Executive Committee may proceed as in A.2.

C. The procedure for minor revisions (as determined by the Senate Executive Committee) of existing policies is as follows:
   1. The draft policy revision will be placed by the Senate Chair on the action agenda of the next meeting of the Senate Executive Committee.
   2. The Senate Executive Committee will review the draft policy revision and will provide input to the Provost or other Responsible Officer and place the draft policy on the information agenda of the next Senate meeting.