

September 19, 2024

TO: Faculty Senate

SUBJECT: Removal of Policy Document

SUBMITTED BY: Tracy Klein, Faculty Senate Chair



Item for Discussion: Removal from the Faculty Senate website for archiving the document (untitled) found at: <https://s3.wp.wsu.edu/uploads/sites/3253/2018/07/General-Procedures.pdf>. This document was last reviewed in part on October 30, 2005. Since that time, the procedures explicated in this document have been codified as either operational internal policies (example: Notice), written into the Senate Constitution and Bylaws (example: Relationship Between Senate, Standing Committees, or Subcommittees), or voted on by the Senate rather than delegated to policy (example: Senate Action During the Summer or When Classes are Not in Session). Robert's Rules of Order, under which the Senate conducts business (Article III Organization, Section 1) includes guidance on agenda setting and general meeting procedures.

The section in this policy which is not clearly explicated in the Senate Constitution and Bylaws is found below:

Information Items in Lieu of Action.

The following items which have been reviewed and approved by a Faculty Senate standing committee may be submitted to the Faculty Senate as agenda information items in lieu of submission for action as follows:

- a. Minor revisions or editorial changes of previously approved or existing policies, programs, documents, etc.
- b. Items for which Faculty Senate notification is required (i.e., externally funded centers, institutes, laboratories).
- c. Items submitted by the central administration for information without a request for Faculty Senate action.
- d. Guidelines for use by standing committees in reviewing courses, programs, proposals, etc.

Suggested Action: It is suggested that the policy document on the Faculty Senate website be retired and archived except for the section titled "Information Items in Lieu of Action" which would be added to the Senate Constitution and Bylaws Section 4: Committees.