

Executive Council of the Davis Division
Policy and Procedures for Senate Consultation
May 8, 2008

Routing of Senate Business

All requests from the Administration for review, consultation or approval shall be addressed to the Davis Division Chair. This is intended to ensure that the Division as a whole is fully engaged in the Shared Governance of the University, to guarantee that the relevant committees are involved in formulating a response, and to provide central record keeping of inquiries and responses which shall be made available to all Senate members on the Senate web site.

All requests from the Administration for the appointment of Senate representatives to administrative committees should be addressed to the Executive Council through the Chair of the Division.

Requests received from other sources (including Senate committees, individual Senate members, and other persons or entities) should be addressed to the relevant committee when they are routine in nature and to the Davis Division Chair when they are non-routine in nature.

When a committee receives an inquiry which is non-routine in nature it should forward the request to the Davis Division Chair for processing. And when routine business is directed to the Divisional Chair it should be routed without further action to the appropriate committee.

Definitions and Handling of Business

Routine business which clearly falls within the decision-making authority of a single committee under the Bylaws shall be processed by the appropriate committee according to its established procedures.

Examples of routine business include graduate program reviews (handled by Graduate Council), undergraduate program reviews (handled by Undergraduate Council), course approval requests (received from college and school courses committees for processing by the Senate Committee on Courses of Instruction), research grant proposals (received from faculty for processing by the Committee on Research), grade change petitions (submitted by students to the Grade Change Committee), and requests for interpretation of Senate legislation (handled by the Committee on Elections, Rules and Jurisdiction).

Non-routine business is anything which is not routine under the above definition, including all Administration requests for review, consultation, or approval. Examples include a proposal to establish a new school or college, proposed changes in the Academic Personnel Manual, and proposed changes in Systemwide Senate policies or legislation.

These inquiries shall be posted as "Business Action Items" in the Academic Senate Information System (or equivalent) and assigned a response deadline. The Davis Division Chair (or designee) shall review, track, and direct all such requests to the attention of appropriate committees and shall provide all standing committees and all school and college Executive Committee Chairs the opportunity to opine.

Where committee responses reflect a consensus, the Divisional Chair shall formulate a Divisional reply based on these responses. Where committee responses do not reflect a consensus, the Executive Council shall formulate the Divisional reply. In either case the final Divisional position document shall also be posted on the World Wide Web for access by any Senate member.

Administration requests for the appointment of Senate representatives to administrative committees are referred to the Executive Council, which may delegate the appointment authority to the Division Chair, to the Committee on Committees, or to the appropriate standing committee. Only Academic Senate members appointed by the Division in this manner may be regarded as being representatives of the Academic Senate. In instances where the administration appoints Senate members to administrative committees without following these procedures, such committees cannot provide advice to the Administration on behalf of the Senate as called for in the Standing Orders.