

Polk State College Procedure

Subject	Reference	Date	Number
Procedure To Implement Article VI, Senate Constitution DBOT Rule 2.24	Rule 2.24	4/20/10	6063

I. Purpose

To establish a structure to insure the effective fulfillment of the provisions for Faculty Senate involvement in policies and procedures as provided in the Senate Constitution (DBOT Rule 2.24). Communication between the College President and Senate is recognized as the critical element in achieving the Senate purpose and Board Rule intent.

II. Procedure

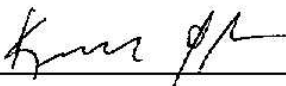
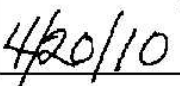
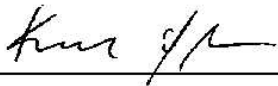

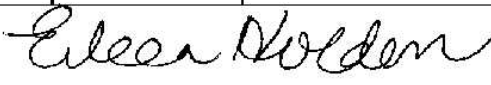
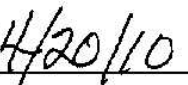
Communication may be initiated by the College President (or designate) or by the Faculty Senate President on any issue within the provisions of Board Rule.

- A. Communication will be in written form, although it may be supplemented by discussion, report, or other avenues of verbal dialog.
- B. The written communication will normally be between the Senate President and the College President and may be delivered in person or through the Administrative Liaison.
- C. All communications should be acknowledged in a timely manner under provisions of Article VI, Section 3 of the Rules (Constitution). For communications requiring a response, the specific time requirements are:
 - 1. The College President will respond within 20 days of the receipt of communication from the Senate. The President may request an additional 10 days if needed.
 - 2. The Senate will respond within 30 days after receipt by the Senate President. An additional 30 days may be granted by mutual consent of the College President and the Senate President.
- D. If, in the opinion of the College President, urgent action is necessary, the Senate President will be notified and requested to call a special meeting (Procedure 6056, Article VI, Section 4).
- E. All actions shall be communicated in written form with items below included:

1. Date of Communication
 2. Description of the issue
 3. Supporting of comments
 4. Requested date for implementation
 5. Formal Response Requested
 6. Other relevant information
 7. Signature of originator
- F. Senate meeting minutes will record all issues and will be archived by the Senate Secretary along with all correspondence.

History: Adopted: September 6, 1991
 Revised: April 20, 2010

Distribution: All Full-Time Faculty and Administrator
 All Holders of Procedures Manual

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date