

## Procedure for an Efficient Policy Exchange Between the Faculty Senate (FS) and the Council of Academic Deans (CAD)<sup>1</sup>

To expedite policy exchange between the FS and the CAD we propose adopting the following guideline:

1. Either party is entitled to propose policy changes or new policies that require consideration by the Faculty Senate. The initiating party should draft language that is accepted and voted on by its own body, before being submitted for review/approval of the other party.
2. Policy proposals and amendments will then be routed to the receiving body through the policy routing software:  
<https://jagaspx2.southalabama.edu/docroute/logon.aspx>.
3. After the examination of the proposed policy change, the receiving party has three options:
  - a) Accept the proposal as is; in this case, the policy moves through the doc routing software to the next level, and change goes into effect as soon as University regulations allow for it;
  - b) Make amendments to the language. In this situation, the revised version of the policy returns to the initiating party via doc routing for vote/review;
  - c) Reject the proposal.
4. Upon the return of the amended policy proposal, the initiating party has three options:
  - a) Accept the proposal as is, including the amendments made; in this case, the policy change goes into effect as soon as University regulations allow for it;
  - b) Add modifications that are within the scope of the amendments under consideration. The modified policy proposal is then submitted to the other party for final review.
  - c) Reject the amended proposal.
5. If the policy proposal returns for a second time to the party which has not initiated the change, said party has two options:
  - a) Accept the proposal as is.
  - b)