

CHAPTER 11 PROCEDURES FOR CHANGING THE MANUAL

11.10.10 Changes in the UNIVERSITY MANUAL may be made through legislative action of the Faculty Senate and in accordance with the Constitution and By-Laws of the Faculty Senate. Final action by the Senate on a proposal to change the MANUAL shall not be taken unless the proposal appears on the agenda for the meeting. A proposal which appears on the agenda may be amended from the floor and final action on the amended version may be taken at that meeting.

11.10.11 Changes to the UNIVERSITY MANUAL may also be made by the President in those areas for which he has responsibility and authority.

11.10.12 Following necessary approval of Senate action; the changes shall be incorporated in the MANUAL by the Constitution, By-Laws and University Manual Committee (By-Laws of the Faculty Senate, section 4.25). Changes proposed by the President shall be submitted to the Constitution, By-Laws and University Manual Committee for incorporation into the MANUAL. The Committee shall determine if the proposed changes are in the area of Presidential or Senate authority and shall ensure that the changes are consistent with the style, format and arrangement of the UNIVERSITY MANUAL (By-Laws of the Faculty Senate, section 4.25). If the President and Constitution, By-Laws and University Manual Committee are not in agreement as to the delegation of authority, the matter shall be referred to the Executive Committee of the Senate.

* **11.10.13** The Coordinator, Faculty Senate Affairs shall be the editor of the UNIVERSITY MANUAL; shall maintain an accurate current electronic copy of the UNIVERSITY MANUAL on the Faculty Senate website and publish periodically printed copies incorporating all changes as of the date of publication. The Coordinator shall also assist the Constitution, By-Laws and University Manual Committee to ensure that all changes are properly incorporated.

