

## **VIII. Proposal Process (From ASUMH Shared Governance Document p. 13-14)**

1. Any administrative entity, shared governance entity, or other campus constituent who determines that an ASUMH campus activity, policy, or practice needs to be added, amended, or abolished may submit a proposal to the appropriate shared governance committee by following these guidelines:
  - a. Complete an ASUMH Proposal Form
  - b. Submit the completed form to the appropriate shared governance committee
    - i. Committee members may submit proposals to their respective committees or to other committees
2. Submitted proposals will be discussed at the next monthly meeting of the shared governance committee provided they meet the following criteria:
  - a. The ASUMH Proposal Form is submitted to the Shared Governance committee at least seven working days before the scheduled meeting to be placed on the agenda.
  - b. The ASUMH Proposal Form is complete to the satisfaction of the committee.
  - c. The ASUMH Work Group Recommendation Form is attached if a work group will be needed.
  - d. The submitting constituent or representative is present at the meeting to discuss the proposal.
3. If a shared governance committee decides that a proposal should not proceed further through the shared governance process, the submitting entity or constituent may not re-submit the same matter to any committee for one academic year.
4. If a shared governance committee decides that a proposal should proceed through the shared governance process, it will proceed as follows:
  - a. Committee submits proposal to SGOC
  - b. SGOC submits the proposal to the Faculty and Staff Senates and SGA.
    - i. After consulting with constituents, Senates and SGA may amend the proposal or forward through shared governance process as reviewed without amendments.
      1. Amended proposal or reviewed without amendments submitted to SGOC
        - a. Amended proposal re-submitted to Shared Governance committee for review
      - OR
      - b. Reviewed without amendments submitted to Chancellor

c. Reviewed proposals are submitted to SGOC for presentation to the Chancellor

i. Chancellor may make amendments or ask SGOC to re-submit to another entity to amend.

1. Amendments are reviewed following process above.

OR

ii. Chancellor approves proposal and assigns the matter to the appropriate administrative office for implementation.

1. Conveys approval and assignments to SGOC for dissemination to Senates and SGA

a. Senates and SGA disseminate Chancellor's approval and assignment to constituents

OR

iii. Chancellor disapproves of proposal and conveys rationale to SGOC for dissemination to Senates and SGA