FACULTY SENATE APPROVAL PROCESS
For Non-Curricular Proposals

Visit https://fs.miami.edu for a list of meeting dates and proposal deadlines.

**GWC**

- Submission of a proposal to the General Welfare Committee (GWC).
- The proposal must be received in a complete pdf document, received by the Senate Office before the posted deadline for the relevant GWC meeting.
- Support memos from relevant deans, department chairs, or other key stakeholders should be included.
- The proponent should be prepared to answer questions and give a brief summary of the proposal at the GWC meeting.

**Senate**

- Upon the recommendation of the GWC, the proposal will be placed on the Faculty Senate agenda.
- A proponent should be present at the Faculty Senate meeting to answer questions and present a brief summary of the proposal if requested.
- The Senate may require two readings.
- Approval of the proposal by the Faculty Senate as Class B legislation will be forwarded to the President by the Faculty Senate Chair.

**Required Approvals Post-Faculty Senate**

- Approval of the President.
- Approval of (or notification to) the Academic Affairs Committee and the Executive Committee of the Board of Trustees (for University-wide Centers and Institutes).

**Post-Approval**

- Periodic five-year reviews may be conducted on all other programs, centers, institutes, and academic units as required by the Faculty Manual or as deemed appropriate by the Faculty Senate or the Executive Vice President and Provost (see Faculty Manual section C18.2.3).