

PM 2014 - 01

President Willie J. Hagan

March 28, 2014

ROUTING AND RESPONDING TO ACADEMIC SENATE RESOLUTIONS

Partial Revision to PM 09-05

PM 09-05 is entitled, *Process to Request New or Revised Academic or Administrative University Policies and Procedures*. This Presidential Memorandum supersedes the second sentence of PM 09-05, which reads: *Academic Senate resolutions shall be forwarded directly to the Provost/Vice President for Academic Affairs for review prior to routing to the other Vice Presidents.*

The referenced sentence is hereby withdrawn as university policy, and the following policy is established.

1. Certain Academic Senate resolutions may embody policy proposals, or may otherwise be consequential for the mission, vision, and/or values of California State University, Dominguez Hills. However, other resolutions and actions may not rise to that level of significance.
2. Academic Senate resolutions that, in the judgment either of the Academic Senate or of the Executive Committee of the Academic Senate, embody policy proposals or are otherwise consequential, as described, shall be promptly transmitted to the President of the University.
3. In his or her discretion, prior to taking any formal action on resolutions that propose new policy or are otherwise consequential, the President may seek review and evaluation of such resolutions from a University Division Head, from other senior staff, from staff at the Office of the Chancellor of The California State University, or from other persons.
4. In the instance of resolutions that propose new policy, the President may
 - a. Approve the policy as recommended, and promulgate the policy in the form of a Presidential Memorandum; or
 - b. Approve the policy as recommended, and direct an appropriate Division Head to promulgate the policy in the form of divisional policy; or
 - c. Disapprove the policy as recommended, and return it to the Academic Senate with his or her comments and recommendations for further consideration.

- d. Decisions to approve, or to disapprove, shall be formally communicated in writing to the Academic Senate in a reasonable period of time.
5. In the instance of resolutions that do not embody policy proposals, but which in the judgment either of the Academic Senate or of the Executive Committee of the Academic Senate are otherwise consequential, as described, the President may seek review and evaluation of such resolutions, as described, and shall then provide a response to the Academic Senate. The response shall be formally communicated in writing to the Academic Senate in a reasonable period of time.
6. If a response from the President requires more than 45 calendar days, the President shall in writing so advise the Academic Senate, and shall indicate an approximate date by which a formal response is anticipated.
7. Communications between the Academic Senate, or the Academic Senate Executive Committee, and the President may be transmitted either on paper, or electronically.
8. Once a policy undergoes revision, Academic Affairs must inform the campus community within 21 days. The Academic Affairs staff assigned to the Academic Senate will designate a number for the policy, update the on-line Academic Affairs manual, the physical copy of the manual in the Office of the Provost, and will also indicate that the revised policy supersedes the old policy.



President Willie J. Hagan, Ph.D.

3/27/14

Date