

Procedures for Faculty Senate amendment of the Faculty Handbook amendments:

1. Written requests and justification are submitted to Faculty Senate President. All requests are due by November 1<sup>st</sup> or first working day of November of the new Academic year.
2. Faculty Senate Executive Committee will convene in a special meeting during the fall semester, following the deadline, to discuss the written requests and recommend presentation to the senate.
3. Recommended amendments are presented to the senate in the spring semester of the academic year for approval and subsequent implementation, according to General Faculty Constitution and By-Laws if required, into the Faculty Handbook for the next Academic year.