



## Senate Request for Consultation Policy

### *What is a Request for Consultation (RFC)?*

A RFC is a request made by any faculty member, unit, college, school or administrator that requests the Senate to evaluate a topic or provide faculty representation to aid in decision-making and policy development. These requests can come in all shapes and sizes and can at times comprise a large percentage of the work that is executed within the Senate. Some examples of a RFC are:

**Administrative requests:** search committee representation, summer UAC work, faculty governance interpretations.

**College/School/Unit requests:** Request for ideas on how to incorporate shared governance concepts within the organization, guidance on bylaw development, etc.

**Constituent requests:** problems/issues brought to the Senate for review, university-wide service resolution, open forum topics presented at Senate, etc.

**University committee requests:** faculty interpretations and feedback on university level projects, faculty representation on task forces and ad-hoc committees, committee open forum topics presented, etc.

**Student requests:** faculty requests for Senate input, joint student-faculty proposals, etc.

### *Why does the Senate need a consultation request policy?*

Because the University Senate is charged with representing over 3,300 faculty members and AP's it is critical that the organization put into place policies and procedures that allow it to grow its capacity over time. ASU's constitution and shared governance agreement challenges the university administration to utilize the Senate for faculty input and feedback...not just for curricular matters, but all matters under the Senate's purview. In order for the Senate to uphold its share of this request, it must continue to evolve, and develop processes that will allow for the professional and timely review of all RFCs that pass through the Senate; it will also be able to document results, track outcomes, and follow-up on all projects through completion.

Currently The Senate has no tracking or recording mechanism for RFC that are fulfilled without the development of a formal University Senate Motion. We also have no formal protocol for the delegation of these RFC's and ability to track and follow-up upon completion, any results or outcomes. Much of the important work that gets done within the Senate is never formally or accurately documented.

### *How would the Senate benefit by having a formal RFC policy?*

Adoption of a RFC policy will provide for improved responsiveness, better record keeping, greater transparency, and the ability to better monitor, and quantify the work being performed by the Senate. It also provides for a level of continuity that transcends any one person or UAC group and allows for improved representation of the Academic Assembly overall. A RFC policy will provide for an increased distribution of labor, and a likely overall increase in the quality of work performed by our elected representatives. Finally, because the Senate will have a system in place that can be presented to unit, school and college administrations, we are likely to see an increase in utilization of the Senate for faculty input, rather than searching for single faculty members or faculty members with administrative appointments to satisfy the shared governance mandate.

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***Why is the Director involved in the RFC policy?***

Because of the revolving nature of Senate service, it is imperative that a staff member be included in the protocol for processing all requests for consultations. The Director will not only be a vital link in the day to day continuity, but will also play a crucial role during Senate transition periods. This continuity ensures that shared governance will continue uninterrupted regardless of any turmoil, transition, or problems that may develop within the Senate or the Senate leadership structure.

***What are some of the possible negatives to adopting this RFC policy?***

There are limited downsides to this policy but some possible negative outcomes might be: increased work-load for the Senate and its committees; administration may not like the formal request policy; some communication between the Senate president and the Provost will need to have the Director included (formal RFC communications only).

**Basic Overview of Possible Request for Consultation Policy/Procedures**

1. With the exception of CAPC items and new course proposals, all RFC will be sent to the Senate President with the Director of the University Senate copied. (We may get a standard e-mail so that it automatically comes to both of us)
  - a. Acceptable methods for submitting a RFC are:
    - E-mail
    - Hard copy document via campus mail
    - Utilization of the online portal (to be developed)
  - b. All RFC not related to CAPC or new course proposals will be delegated by the Senate President and/or the Director. Annually, the Director and Senate president will discuss the preferred method for delegating these RFC's
  - c. Requests related to CAPC and new course proposals will be sent to the Director of the Senate only, and placed on an upcoming Senate agenda for review (this is the current practice).
2. All RFC will be logged into a tracking document with delegation and outcomes listed. This tracking document will be available for review by members of the UAC and Academic Assembly. (Possible-future web application for this is needed)
3. All RFC that require a vote of the Senate will be made into a formal Senate motion, either immediately, or after committee review. Those details will be placed online for Senator and public review (this is current practice).
4. If appropriate, responses to RFC will be written by the Senate President and/or the Director or designee.
5. All outcomes and formal responses will be secured electronically and made available with the tracking system for UAC and Academic Assembly review.

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