

## Cornell Faculty Senate Procedure for Committee Referral

Senate resolutions are an important expression of the faculty's voice and embody our commitment to shared governance. The Senate is responsible for ensuring that they reflect comprehensive analysis and substantive debate, but plenary meetings provide limited opportunity for investigation, consultation, drafting, and revision. Senate committees provide that capacity. The University Faculty Committee (UFC) therefore proposes routinely referring resolutions and other matters to committee before plenary debate.

The UFC, as the executive committee of the Senate, will coordinate referrals for consultation and analysis. This process is intended to improve proposals and strengthen Senate debate without altering the Senate's authority to consider any matter properly before it.

1. **Submission:** A sponsor brings a substantive issue or proposed resolution and any supporting materials to the Office of the Dean of Faculty, and it is considered at the next meeting of the UFC.
2. **Routing and timeline:** The UFC refers the matter to the most relevant committee, requests input from multiple committees, creates an ad hoc group, or considers the matter itself. All relevant materials are posted in the Pending Legislation section of the Faculty Senate website, along with the routing decision and its rationale. The Dean of Faculty and the chair of each committee receiving the referral agree on a timeline that balances timely consideration with the complexity of the issue. With UFC approval, a time-sensitive matter may proceed directly to the Senate, with the reason for bypassing referral stated transparently.
3. **Committee review and response:** The committee consults the sponsor, administrators, affected faculty, and others as appropriate. It may work with the sponsor to revise the proposal; prepare a report that analyzes the issue and recommends action; develop an independent or alternative resolution; or combine these approaches. Any collaborative revision requires the sponsor's agreement. The work product will identify significant minority views when appropriate.
4. **Return to UFC:** By the agreed deadline, the committee returns the matter to the UFC and schedules it for the next practicable Senate meeting. The sponsor's and committee's final materials are posed on Pending Matters. If the committee cannot meet the deadline, UFC will either approve a time-limited extension or schedule the matter with the materials then available.
5. **Senate consideration:** At the Senate meeting, the sponsor presents the issue or proposed resolution, and the committee presents its analysis, response, and any significant minority views.