**Proposal Form for Changes to Faculty Constitution or Bylaws**

**Constitution and Nominating Committee**

1. *Form must be submitted as a Word document.*
2. *Form must be e-mailed by the proposer to the chair of CNC and cc’d to the academic dean.*
3. *Changes and additions will be reviewed by CNC.
If appropriate, changes will be forwarded to appropriate committee or office.
If needed, changes will be sent to faculty for vote.*

1. **Proposer**: **Date**:

2. **Current policy**:

3. **Location**: **Part of Faculty Handbook**:
 **Section**:
 **Page**:

4. **Proposed policy statement**:

5. **Summary of change**:

6. **Rationale for change**:

For use by Dean’s and Registrar’s Office (do not delete)

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| **Task** | **Completion date** |
| Change to Faculty Handbook |  |
| Change to Policy Webpages |  |
| Colleague changes if required |  |
| Catalog copy changes if required |  |