

Communication Procedure

Purpose: the purpose of this procedure is to outline the steps to make announcements by the Academic Senate and Academic Senate Committees.

Procedure:

The procedure for making announcements to the Academic Senate are:

1. Any party may propose an announcement item to the Officers of the Academic Senate (i.e., President, Vice-President, or Secretary) at the email academicsenate@ferris.edu.
2. The Academic Senate Administrative Assistant will share the announcement email with the Officers of the Academic Senate.
3. The Officers of the Academic Senate will review the announcement.
 - Announcements deemed minor in nature: when approved by the officers, the Senate Administrative Assistant will share the announcement on behalf of the Academic Senate.
 - Announcements deemed substantive in nature: will be presented to the Senate Executive Committee for deliberation. When approved by the Senate Executive Committee, the Senate Administrative Assistant will share the announcement on behalf of the Academic Senate.