



## MEMORANDUM

**TO:** Professor Jennifer English, Faculty Senate President

**FROM:** Vistasp M. Karbhari, Provost and Executive Vice-President for Academic Affairs

**SUBJECT:** Resolution 10/11-4

**DATE:** January 3, 2011

In continuation of our earlier discussions on the topic, and in response to your request, I am writing to formally document a response to the resolution.

I recognize the need for both timely response to Senate Resolutions by the Administration and for a process that enable faculty to know of discussions that may be taking place between the Administration and Senate Leadership in response to a resolution prior to a formal response being provided. I am in full agreement that a more formal process for transmittal of resolutions would be helpful and am supportive of the suggestions that (a) each resolution passed by the Senate be submitted to the Administration within 5 business days, and (b) that the Administration provide a response to the resolution to the Senate within fifteen business days of receipt of the resolution.

I would like to point out, however, that issues brought up by the Senate need due consideration and that completion of actions may not be possible for various reasons within the 15 day period. This could be due to the need for clarification and further discussion with the Senate Executive Committee or appropriate Senate Committees, or the need for me to transmit the resolution to the appropriate personnel at the University who may in turn need further discussion with the Senate, or even due to time needed to study and implement actions as appropriate to the situation.

I would therefore like to suggest that the expected response from the Administration, within the period of 15 business days, be one of the following

- (a) Agreement without objection, or with comments and suggestions where changes could result in implementation/approval, in cases where this is appropriate;
- (b) Request for a meeting(s) with the appropriate Senate Leadership for clarification and/or further information;
- (c) Request for a meeting(s) with appropriate Senate Leadership for further discussion regarding details and mechanisms of addressing the topic;
- (d) Formal notification of receipt of the resolution with brief summary of action being taken which could include actions such as forwarding the resolution to the appropriate part of the University, need for further study of implications and/or policies, etc.;
- (e) Formal notification that the resolution was not approved.