

**Attachment 2**  
**Policymaking Flow at Kansas State University**  
**For Faculty Issues Requiring Faculty Senate Action**  
**11.18.10**

**From Administration:**

The office of Provost, in consultation with Office of General Counsel, determines whether a policy change is needed.

1. The Provost sends a written “Policy Need” statement to Faculty Senate leadership, identifying why a policy may be necessary.
2. The Office of the Provost, Faculty Senate leadership, and the Office of General Counsel meet within 30 calendar days to discuss the policy need and potential solutions and/or issues. Depending on the discussion in that meeting, either the Office of the Provost or Faculty Senate shall take primary responsibility for drafting new policy language.
3. If drafted by Faculty Senate, Faculty Senate shall communicate the draft policy language to the Provost for comments, suggested changes, or approval. The Provost shall have 60 calendar days to respond to Faculty Senate.
4. If drafted by the Provost, the Provost shall communicate the draft policy language to Faculty Senate for comments, suggested changes, or approval. Faculty Senate shall have 90 calendar days to respond to the Provost.
5. If the Provost and Faculty Senate cannot agree regarding the final policy language, then the above steps (starting with 2) should be repeated, until a compromise position is reached.
6. When the Provost and Faculty Senate are in agreement, the new policy will be published on the university’s official website after a transmittal sheet has been signed. Unless otherwise designated within the new policy, publication shall take place on January 10 for any policies approved between June 30 and January 9, and publication shall take place on June 30 for any policies approved between January 10 and June 29.

**From Faculty Senate:**

Faculty Senate determines that a policy change is needed.

1. Faculty Senate sends a written “Policy Need” statement to the Provost, identifying why a policy may be necessary.
2. The Office of the Provost, Faculty Senate leadership, and the Office of General Counsel meet within 30 calendar days to discuss the policy need and potential solutions and/or issues. Depending on the discussion in that meeting, either the Office of the Provost or Faculty Senate shall take primary responsibility for drafting new policy language.
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**Points of Information Regarding Policy Changes  
That Do Not Require Faculty Senate Action**

The following policy changes will be reported to Faculty Senate as Points of Information, but do not require Faculty Senate action: (1) policy changes required by changes in law or Kansas Board of Regents policy; (2) clerical or typographical changes; or (3) changes to policies that are the responsibility of an office or committee other than Faculty Senate, but that may be of interest to Faculty Senate.

Points of Information should be transmitted to Faculty Senate by the person(s) and/or unit(s) responsible for the policy change, should explain the reason for the change, and should indicate to whom any questions should be directed.