Routing Form Number [yyyy.mm.dd-##]:

**Faculty Senate Routing Form**

1. **Item Description**
   1. Item Title:
   2. Brief Description:
   3. Initiated by: [committee name]
   4. Type:

□ Action □ Resolution □ Recommendation

1. **Faculty Senate Action**

□ Approved □ Not Approved □ Other

Senate Vote [Yes-No-Abstain]: ##-##-## Date of Meeting:

Senate Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Senate Secretary Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

1. **Provost**
   1. Provost Action:

□ Approved □ Not Approved □ Acknowledge Receipt

Comments:

Provost Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

1. **Chancellor**
   1. Requested Action:

□ For Action □ For Information □ Recognition of Receipt

* 1. Chancellor Action:

□ Approved □ Not Approved □ Acknowledge Receipt

Comments:

Chancellor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

*Once finalized, copies will be returned to Special Assistant to the Chancellor who will scan and distribute electronically to: Chancellor, Provost, Chair of Faculty Senate, and Secretary of the Faculty Senate. The latter will post the Proposal/Recommendation/Resolution on the Faculty Senate Website.*