

## Resolution Proposal Form

The first official step in the process to have a resolution considered by University Council is for the chair of a university commission or senate commission to submit a resolution proposal to the University Council Cabinet for consideration. The form will assist the UC Cabinet in its determination of whether the resolution falls within the scope of the respective commission. Typically, the UC Cabinet will respond within two weeks.

### Commission Name:

#### Resolution Proposal (Concept/Purpose)

Explain the concept for the resolution, the need for the resolution, any issues the resolution is attempting to address, etc. Could this resolution potentially impact the work of other commissions?

#### Existing Policy, Procedure, Standard, Guideline, Handbook/Catalog, etc.

What existing policies (University Policy, Presidential Policy Memorandum), procedures, standards, guidelines, handbooks, catalogs, etc. would be impacted potentially by this proposal?

List impacted document(s):

Explain whether impacted document(s) will be replaced or revised:

#### Potential Legal or Resource Implications of Proposal or Additional Review Needed (check all that apply)

- ☐ List potential legal implications, if any:
- ☐ List potential HR/personnel implications, if any:
- ☐ List potential revenue/financial impacts, if any:

*Reminder: Sponsors of resolutions that have budgetary impact(s) must work with the appropriate administrators to make an estimate of cost and add that information to the resolution before the final commission vote, including the source of the estimate. The estimate of cost does not need to be finalized but should represent a good-faith effort to "ballpark" the budgetary impact(s). (University Council Bylaws, Article III, Section 1)*

#### Submitted By

Name of Commission Chair:

Date:

I acknowledge that entering my name above represents my signature.

**This completed form should be uploaded as a PDF to the resolution tracker with a marked status of University Council Cabinet Review to begin the process.**