

## University Shared Governance Resolution Proposal Checklist

Resolution Name \_\_\_\_\_ Resolution Number \_\_\_\_\_  
Commission/Committee \_\_\_\_\_

### Resolution Proposal Assessment: (Identify need for resolution)

Explain Reason for Proposed Resolution:

### Existing Policy, Procedure, Standard, Guideline, Protocol, etc.

- There is an existing policy (University Policy, Presidential Policy Memorandum, Human Resources Policy, etc.) that is impacted by this proposal. What policy is affected? \_\_\_\_\_ Is the policy being replace or revised? \_\_\_\_\_
- The Faculty Handbook is impacted by this proposal. What section is affected?
- The Hokie Handbook is impacted by this proposal. What section is affected?
- The Graduate Catalog is impacted by this proposal. What section is affected?
- The Undergraduate Catalog is impacted by this proposal. What section is affected?
- The University Council Constitution and/or By-laws are impacted by this proposal. What section is affected?
- There is an existing procedure, standard, guideline, protocol, etc. that is impacted by this proposal. What is affected?

### Review of Proposal by Areas of Interest

- There are legal implications and has been reviewed by Legal Counsel.
- There are financial implications and has been reviewed by the VP for Finance & Chief Financial Officer.
- Other commissions that would have an interest in the proposal have reviewed proposal. What commissions have reviewed proposal?
- Vice Presidents/Deans of impacted areas have reviewed the proposal. What areas are affected?
- Resolution has been reviewed by Faculty Senate, Staff Senate, Graduate Student Assembly, & Student Government Association.

## Drafting Proposed Resolution

- The draft resolution has a correctly formatted heading. (Review how to write a resolution on the following website: <http://governance.vt.edu/resolution-writing.html>)
- The draft resolution has a correctly formatted body. (Review how to write a resolution on the following website: <http://governance.vt.edu/resolution-writing.html>)
- The draft resolution has a correctly formatted conclusion. (Review how to write a resolution on the following website: <http://governance.vt.edu/resolution-writing.html>)

## Communication of Resolution Once Approved

1. List areas impacted by the resolution:

2. Indicate how this resolution will be communicated to the impacted areas listed in item #1.