

Revision/Adoption of Unit Bylaws

Approval Tracking & Cover Sheet (See Administrative Manual Section 48 for procedures)

Unit Information			
Unit/Department:		Contact Person:	
College/Vice President:			
Unit Administrator Preliminary Approval:		Date:	
<i>Signature</i>			
I. Faculty Senate Review/Comment			
Date sent to Faculty Senate for Review:			
Date Faculty Senate Comments Sent to Provost, Unit Administrator, and Unit Bylaws Committee:			
<i>Signature of Faculty Senate Chair or Designee</i>			<i>Date</i>
II. Final Draft Submitted To Unit Administrator & Provost			
<i>Signature of Unit Administrator for Approval to Submit for Faculty Vote</i>			<i>Date</i>
<i>Signature of Executive Vice President & Provost Approval to Submit for Faculty Vote</i>			<i>Date</i>
III. Faculty Vote			
<input type="checkbox"/>	Approved (___# Affirmative Votes; ___# Opposed Votes) (Attach additional pages if Faculty vote		
<input type="checkbox"/>	Rejected (___# Affirmative Votes; ___# Opposed Votes) is on multiple sections)		
Comments:			
IV. Recommendation for Approval from Provost			
<input type="checkbox"/>	Recommend Approval		
<i>Signature</i>			<i>Date</i>
V. President Approval			
<input type="checkbox"/>	Approved		
<i>Signature</i>			<i>Date</i>
Filing			
Copies of the final revised bylaws in their entirety, including this cover sheet, should be provided by the unit administrator to the following:			___ President ___ Provost ___ Faculty Senate ___ Library Reference Desk