Tracking Sheet

Proposal for Administrative Restructuring
College of Arts and Sciences, Indiana State University

I. Development of the Proposal

The proposal must include discussions of the following elements. If an element does not apply, those making the proposal must provide a brief explanation.

- Rationale
- Budget
- Staffing
- Curriculum
- Facilities
- Resources
- Technical Support
- Other Issues

Summaries of Discussions and Votes:

Committee(s) Unit(s)

- Summary of discussion
- Summary of discussion
- Vote
- Vote

Dissenting Views. Written dissents, if any, should be attached to the proposal.

- Yes (included)
- No (none presented)

II. Circulation of the Proposal

Chairperson of the Faculty Council:

- Review the proposal for completeness
- Distribute copies to Dean, Executive Committee, Academic Affairs Committee, and Administrative Affairs Committee

III. Committee Reviews

Academic Affairs Committee Administrative Affairs Committee

- Summary of discussion
- Summary of discussion
- Recommendation/Vote
- Recommendation/Vote

Chairperson of the Faculty Council:
_____ Place on the Faculty Council Agenda
_____ Distribute copies to the Faculty Council

IV. Faculty Council Review

_____ Summary of discussion
_____ Vote

V. Dean’s Review

_____ Evaluation
_____ Final opinion

* This is not an official University form; rather, it is an informal checklist so that interested parties can track the progress of their Proposal through its stages of review.