

## Role of Faculty Council Reviewers

- The reviewer(s) will thoroughly review the assigned proposal(s) for justification, clarity, completeness, and consistency as well as editorial issues. If the proposal will affect areas outside the program making the proposal, the reviewer should verify that the other areas have been consulted.
- The lead reviewer should be the primary liaison between the person bringing forth the proposal and Faculty Council. Other Faculty Council members should send their comments to the lead reviewer.
- The reviewer(s) will meet with the person bringing forth the proposal(s) to discuss any questions, issues of concern, and suggestions for improvement, as well as editorial changes. (This meeting should occur at least 4 days before the Faculty Council meeting so that any revisions made can be circulated.)
- If some questions are answered or concerns are addressed before the meeting, the reviewer should respond to the person submitting the issue before the meeting.
- If a proposal is changed (editorial or substantive) before the meeting, the lead reviewer should send a modified version of the proposal, that has been agreed upon by the person bringing forth the proposal and the reviewer(s), to the Chair of Faculty Council, copied to the Secretary who will make it available to all Faculty Council members no later than 48 hours before the meeting.
- The lead reviewer will be responsible for having ~~presenting~~ the proposal presented at the Faculty Council meeting. This would include giving a brief overview of the proposal (assuming all others have read it, this is just a summary) plus any additional information gained during the review. The presenting reviewer should address any concerns that were raised but not resolved during this presentation.
- After the Faculty Council Meeting, the person bringing forth the proposal will send the approved version of the proposal to the lead reviewer. The lead reviewer will verify that all approved changes were made and will forward the proposal "as approved" to the Chair of Faculty Council, copied to the Secretary, by the Friday following the Faculty Council meeting

- A reviewer may request that a particular proposal assigned to them be assigned to another member.

All other Faculty Council members not assigned as reviewers are expected to read all proposals coming before Faculty Council. If the proposal deals with an issue of concern to faculty in their division, all Faculty Council members should solicit division input.