

### **Proposed “Governance and Documents” Editing Procedure**

To facilitate the implementation of Faculty Senate policies, the Governance and Documents Committee will make non-substantive changes without sending policies through the senate channels. A non-substantive change may be defined as a change that

1. Corrects inaccuracies;
2. Results in correct use of mechanics (punctuation, verb tense, section numbering, etc);
3. Formats text to conform to Faculty Handbook style;
4. Corrects a linkage problem.

Non-substantive changes will be recorded and reported to the senate before each new version of the Faculty Handbook is posted. Changes will also be posted on the Faculty Senate website to allow comments from senators. If negative comments are received the Executive Board will decide whether items become future business.

When revisions interfere with the original intentions of a policy, the revised text will be sent to the Faculty Senate Governance Council.

In order for a revision to be deemed non-substantive, the members attending the Governance and Documents Committee meeting must unanimously agree to the non-substantive nature of the revision. When unanimity cannot be reached, the change is declared substantive and will be sent to the Governance Council.