

Faculty Senate Issue Resolution Process (Three-Step Pathway)

Adopted Operating Procedure (Senate Approved January 12, 2026)

The JSU Faculty Senate follows a preferred three-step process for addressing faculty concerns and requests with the administration. This process is adopted as an operating procedure of the Faculty Senate, consistent with Robert's Rules of Order, to guide how the Senate typically exercises its authority while encouraging collaboration and timely resolution of issues.

This operating procedure does not amend the Faculty Senate Constitution or Bylaws and does not limit the Senate's authority. The Senate may review or revise this procedure at any time by majority vote.

Senators may initiate the process at any step depending on urgency or circumstances. When feasible, following the steps in order is encouraged. Step 3 always requires a Full Senate vote.

Throughout the process, the Provost serves as the Senate's administrative liaison, providing guidance and support to Senate Leadership and facilitating communication with the administration as issues move through informal and formal steps.

Issue Intake and Leadership Review

When a Senator, faculty member, or committee has a concern or request, it is submitted to the Faculty Senate President and Vice President ("Senate Leadership"). Submissions should include a brief description of the issue, relevant context, and the desired outcome.

Senate Leadership acknowledges receipt and records the issue in a Faculty Concerns Log for tracking and transparency. Leadership then determines the appropriate next step—whether the issue is likely to be resolved informally or should proceed directly to formal Senate consideration. Senators may request that an issue be brought directly to the Full Senate when circumstances warrant.

Issue intake and leadership review are intended for coordination and tracking, not to restrict a Senator's ability to raise matters before the Full Senate.

Step 1 – Informal Request (via Senate Leadership)

Step 1 is a good-faith, informal attempt to resolve an issue collaboratively. Senate Leadership contacts the relevant administrator to seek clarification, information, or a mutually agreeable solution without invoking a formal Senate action.

If the issue is resolved, the outcome is shared with the originating party and, when appropriate, reported to the Senate. If the issue remains unresolved or requires a formal response, it may be escalated to Step 2.

While encouraged when feasible, Step 1 is not mandatory. Issues may bypass this step based on urgency or complexity. All concerns must still be communicated to and logged by Senate Leadership before moving forward.

Step 2 – Formal Request for Information (via Provost)

Step 2 is an official Senate request for information or action and is recorded in Senate proceedings. The request is transmitted through the Provost, who routes it to the appropriate administrator(s) and ensures a response.

A formal request may be initiated by action of the Full Senate or, when time-sensitive, by the Executive Committee, with notice provided to the Senate and a report at the next meeting. Formal requests typically include background information, specific questions or concerns, and an anticipated timeline for response. The Provost communicates the administration's response back to Senate Leadership or the Full Senate.

If the response satisfactorily addresses the issue, the matter is documented and closed. If not, the Senate may proceed to Step 3.

Step 3 – Formal Resolution or Recommendation (Full Senate Action)

Step 3 represents the Senate's strongest formal action. A resolution or recommendation is drafted, placed on the agenda, debated, and voted on by the Full Senate in accordance with Senate rules and Robert's Rules of Order.

Resolutions express the Senate's formal position on an issue and may request specific action. Recommendations follow the same process but are used to offer guidance, advice, or suggested courses of action for consideration.

Approved resolutions and recommendations are recorded in the minutes, forwarded by the Senate President to the Provost, and tracked until a response or action is received, with the Provost responding in accordance with procedures outlined in the Faculty Senate Constitution. The Senate determines whether the issue is closed or if further action is needed. Approved resolutions are also reported to the Board of Trustees in accordance with the Faculty Senate Bylaws.