

Guidelines for Referrals

What are Referrals?

Referrals are the means by which the committees, the campus community, the CSU Academic Senate, other campus academic senates, or any interested party may provide input into the issues the Senate and its many committees will investigate. Referrals are only made to the Executive Committee and the Policy Committees, including the University Library Board. Policy committees may then delegate referrals to particular operating committees, but the policy committee retains responsibility for the original referral.

How to Make a Referral:

Any member of the campus community may request a referral to a Senate policy committee.

For this purpose, the Senate has developed a referral form, a copy of which can be found in this handbook and on the Senate web site. Individuals who wish to submit a referral are highly encouraged to use this form and to provide detailed information regarding the issue to be referred. Information such as the history of the issue, time constraints, or reference materials will assist the Senate in its expeditious consideration of the referral.

Referrals should be addressed to the Senate Chair, who will then forward the referral to the Executive Committee for consideration. Although use of the referral submission form is highly desirable, the Senate Chair will also entertain referrals made via phone, email, or in-person at his/her discretion.

How the Senate Office tracks Referrals:

Each referral submitted to the Office of the Academic Senate is assigned a tracking code. The code designates the policy committee to which the referral was sent, the semester it was sent, and then a simple serial number. For example, "ISA-S17-2" designates the second referral sent to Instruction and Student Affairs in the spring semester of 2017. The Tracking Number is assigned only once the referral form is submitted to the Office of the Academic Senate.

Once the committee has finished their work for a particular referral, the committee must inform the Senate Office in writing of completed referrals and action taken and submit any final documents to be filed with the original referral. For example, when a proposal is sent to the Senate from a policy committee, the policy chair should inform the Senate Office from which referral it developed and whether the proposal concludes all action on that referral.

At times, a committee may end their work on a certain referral by making a new referral to a different policy committee. For example, if curricular implications develop in the referral ISA-S17-2 and the Instruction and Student Affairs Committee agrees this referral should be reassigned, they may conclude that their work is done on the original referral and that a new referral should be made to Curriculum and Research. All steps must be followed to

