

Committee on Faculty Governance

Bates College Legislation Template

This document is meant as a guide for committees or individuals crafting and submitting legislation. Latitude may be taken with format and the information included, though the first four items should be included with all legislative proposals.

Title of Legislation:

Date of Submission:

Sponsor(s) (Committee or Individual):

Please list other stakeholder committees you have consulted with.

Has this topic been presented elsewhere?

Effective Date or Catalog of the Legislation, if Passed:

I. Summary of background (Maximum of 200 words)

II. Proposed Legislation (marked-up copy if legislation is modifying existing legislation)

III. Supporting Data and/or Extended Rationale

IV. Potential Implications (e.g. for workload, equity, college finances, curricular navigation, etc.)

V. Optional – clean copy of proposed legislation if marked-up version provided above

V. Handbook (where should this be noted in the Faculty Handbook, if applicable)

VI. Implementation Notes