

From: David Buchanan
To: Curtin, Elizabeth; McKenzie, Charles
Date: 12/18/02 4:18PM
Subject: Whoops

I just realized I have been asking you to send motions, resolutions, etc. to me on a form on which I forgot to provide a space for my signature. Sandra and I are trying to keep complete records of all my interactions with the senate and just found this oversight. No need to resend anything, but please delete or toss any old forms and substitute this new version. You may continue to send them either hard copy or electronic whichever is better for the case at hand. Thanks. Dave

David H. Buchanan
Provost
Salisbury University
1101 Camden Ave.
Salisbury, MD 21801-6860

Email: dhbuchanan@salisbury.edu
Phone: (410) 543-6020
FAX: (410) 548-2587

CC: Cohea-Weible, Sandra; Robison, Vicki

For: Dr. Darrell Mullins

From: Vicki Robison

(The Senate and Senate Committees should use the following form for officially communicating recommendations to the Provost. Such committees would include: UCC, UPC and Executive Committee of the Senate along with any other committees which provide recommendations directly to the Provost.)

=====

Senate Recommendation to the Provost

Originating Body _____

Originator _____

Date submitted _____ Requested Effective date _____

Recommendation _____

Attach any supporting documentation.

=====

Action Taken by Provost:

Date _____

_____ Recommendation Accepted

_____ Recommendation Not Accepted

_____ Recommendation returned to Originating Body for further review (see attached)

Disposition for Approved Recommendation:

_____ President
_____ Faculty Senate Chair
_____ Forum Chair
_____ Webmaster
_____ Catalogue Editor

_____ VP Student Affairs
_____ VP Finance
_____ School Deans
_____ Graduate Council
_____ Provost Council

____ Student Handbook Editor
____ Faculty Handbook Editor

____ Other: _____

Signature: _____

provost/scw/121802