

Mt San Jacinto College Academic Senate Resolution on Establishing a Deadline for Documents that Require the Academic Senate President's Signature

Whereas, the signature of the Mt San Jacinto College Academic Senate President is required on a variety of documents; and

Whereas, the signature of the Mt San Jacinto College Academic Senate President is required on documents year-round; and

Whereas, the signature on such documents represents the approval of said documents from the Academic Senate body; and

Whereas, the Academic Senate for California Community Colleges states in its handbook *Empowering Local Senates: Roles and Responsibilities of and Strategies for an Effective Senate* that it is a best practice to establish a local Senate practice or guidelines for timeliness and completeness of documents that require a local Senate President's signature;

Therefore, be it resolved that the Mt San Jacinto College Academic Senate sets forth that henceforward and forthwith that documents that require the Mt San Jacinto College Academic Senate President's signature be submitted to the Academic Senate site council and executive council with all necessary and complete substantiating and/or corroborating paperwork no less than one (1) full month in advance to when the document must be filed, mailed or otherwise formally submitted; and

Therefore, be it further resolved, that only the Mt San Jacinto College Academic Senate President, or designee as attested to in writing by the Senate President may sign his/her name to documents requiring the Mt San Jacinto College Academic Senate President's signature; and

Therefore, be it further resolved, this Resolution shall remain in effect until rescinded by a two-thirds majority vote by a future Academic Senate Executive Council.

{Adopted in Academic Senate site council joint meeting unanimously senate 10/14/2014}