

EPC Proposal Submission Workflow

1. All EPC Proposal Form and any necessary supporting documents are submitted to Carol Bautista, Faculty Governance Manager, in the Provost's Office via facgov@plu.edu.
2. The proposal is reviewed by Kelly Poth, Registrar, in the Registrar's Office. Proposals are reviewed to identify any clarifying details that may be needed by EPC.
 - a. If any questions arise that might be addressed prior to EPC review, Kelly Poth will contact the originating academic unit for further discussion/clarification. This is done so that when the proposal reaches the Provost and EPC it can be more quickly reviewed without concern for administrative details.
 - b. A standard memo with administrative issues is attached to the memo prior to submission to the Provost.
3. The proposal is returned to the Provost's Office and then submitted to the Provost for review.
4. Upon approval/signature of the Provost, the proposal is submitted to EPC for review.
5. The EPC chair assigns the proposal to a committee member who is responsible for further review and presenting the proposal to the committee. The committee may request a representative from the originating academic unit to attend a committee meeting to answer any questions the committee may have.
6. If approved, the proposal is listed on the 30-Day Clock for review by all faculty.
7. If the proposal clears the clock without objection from the faculty, the proposal is approved and will be implemented in the term specified in the 30-Day Clock.