



Date: November 21, 2014

Memo to: David W. McLaughlin, Provost

From: Ann Marie Mauro
Chairperson, N/C-Faculty Senators Council
A/Y 2014-2015

Subject: N/C-Faculty Senators Council Resolution regarding Communication Guidelines

At the November 20, 2014 meeting of the N/C-Faculty Senators Council, the attached resolution was approved.

cc: Diane Yu, Deputy President
Carol Morrow, Senior Associate Provost/Chief of Staff to the Provost
Bonnie S. Brier, Senior Vice President, General Counsel, and Secretary of the University

N/C-FSC Steering Committee Members:
Randy Mowry, N/C-FSC Vice Chairperson
Fred Carl
David Elcott
Mary Killilea
Susan Stehlik
Patrick Ying



N/C-FSC Resolution regarding Communication Guidelines

Approved 11/20/14

At the November 20, 2014 meeting of the N/C-Faculty Senators Council, the Council approved the following resolution:

Resolution:

IT IS RESOLVED: That as elected representatives of our respective schools within New York University, we are committed to the principles of shared governance, strong communication, and our responsibility to bring a credible voice to the discussions and decisions surrounding policies, procedures, and issues of our university. According to the University Bylaws, our council's responsibilities include:

- **Considering any matters of educational and administrative policy**
- **Functioning as the Faculty Personnel Committee of the Senate with respect to the Full-Time Non-Tenure Track/Contract Faculty**

In support of our responsibilities to the University and our constituents we agree that while communication processes may be different as appropriate within each school, a consistency of deliverable content is prudent. Therefore, we have adopted the following guidelines for all communication.

- 1. Maintaining a public website as the official resource for all approved documents**
Our council website is open to the public and is the official site for information related to our work, including all council approved documents, such as official statements on current issues, reports, and meeting minutes. Approved council meeting minutes will include topics discussed, issues raised, and actions taken as well as related attachments.
- 2. Encouraging regular, timely communication by representatives within their respective schools**
Council members are encouraged to engage in regular and timely communication with their constituents within their respective schools, and to be transparent about the topics and issues being discussed at our council meetings.
- 3. Ensuring confidentiality where appropriate**
Unless otherwise explicitly stated, the presumption is that draft documents are considered confidential to our council and should not be distributed until they have been approved. The discussion of topics contained in draft documents is not confidential.*

**Rationale:* Our council has been given the authority and accountability to consider educational, administrative, and personnel matters within the relevant context and background information needed to make an informed decision. Distribution of draft documents without this context and background may lead to confusion and miscommunication.