

COMMITTEE ON ADMISSIONS AND FINANCIAL AID CONSULTATION PROCEDURES

In order to allow careful consideration of issues brought before the Committee on Admissions and Financial Aid (CAFA) for consultation, and to assure that the Administration receives a timely and clear response, the Committee adopts the following guidelines:

1. Topics on which the Administration seeks consultation will be listed on the Committee's agenda. Deadline for agenda item submission is 5pm Wednesday, previous to the week's meeting.
2. Supporting documents for scheduled consultations will be distributed with the Committee's agenda. Deadline for submission of supporting documents is 5pm Wednesday, previous to the next week's meeting, unless special arrangements are made with the Senate Office to circulate the documents in advance of the meeting.
3. The Committee will endeavor to respond in writing on all topics on which it has been formally consulted within two weeks of such consultation, indicating clearly whether further discussion is required, what recommendations it is prepared to make, and what further response, if any, is expected from the Administration before the consultative process is complete.
4. Unscheduled topics may be introduced and supporting documents may be distributed at Committee meetings, but the Committee will not respond (either orally or in writing) until after it has had the opportunity for discussion at a subsequent meeting.
5. CAFA's agenda will effectively close (no further submissions) two weeks before the end of the academic year to enable the Committee to finish pending business.
6. Invitations to consult with the Principal Officers are made directly with the principal officer, with a cc to the EVC.
7. Information requests are made directly to the Principal Officers with a cc to the EVC.