**Academic Staff Assembly Motion/Resolution Cover Page**

**Resolution/Motion Title:** Changes to Distinguished Prefix Guidelines **ASA #:** 621

**Sponsor(s):**  ASEC

**Individuals/Committees Consulted:** ASEC, Distinguished Prefix Committee, Office of Human Resources

**Background/Purpose:**

The Distinguished Prefix Guidelines were heavily modified in 2011. The changes being proposed here include: asking for a copy of the latest rate and title change in the packet; setting standards for the submission of electronic submission of letters of support; providing some limits on unsolicited letters to be included; and other corrections for clarity and accuracy. The Provost will need to approve the document prior to the changes becoming final.

**Distribution (if approved):**

Sarah Mangelsdorf, Provost

**A vote in favor of this means** your district supports making the changes indicated in the Distinguished Prefix Guidelines.

**A vote against this means** your district does not support making the changes indicated in the Distinguished Prefix Guidelines.

**Meeting Guide**

(Can be used by meeting participants to track amendments/changes to resolutions or motions up for consideration)

**Main Motion/Resolution Moved: Seconded**

Discussion (This is where you can ask questions or make comments)

If no further amendments, vote is taken on main motion with amendments if any.

Vote on Main Motion Aye \_\_\_\_\_\_ Nay \_\_\_\_\_

**Amendment Moved: Seconded**

Discussion (This is where you can ask questions or make comments)

Vote on Amendment Aye \_\_\_\_\_\_ Nay \_\_\_\_\_

If aye, amendment now included in main motion. If nay, main motion not amended.

**Amendment Moved: Seconded**

Discussion (This is where you can ask questions or make comments)

Vote on Amendment Aye \_\_\_\_\_\_ Nay \_\_\_\_\_

If aye, amendment now included in main motion. If nay, main motion not amended.

**Amendment Moved: Seconded**

Discussion (This is where you can ask questions or make comments)

Vote on Amendment Aye \_\_\_\_\_\_ Nay \_\_\_\_\_

If aye, amendment now included in main motion. If nay, main motion not amended.

**Amendment Moved: Seconded**

Discussion (This is where you can ask questions or make comments)

Vote on Amendment Aye \_\_\_\_\_\_ Nay \_\_\_\_\_

If aye, amendment now included in main motion. If nay, main motion not amended.

**Amendment Moved: Seconded**

Discussion (This is where you can ask questions or make comments)

Vote on Amendment Aye \_\_\_\_\_\_ Nay \_\_\_\_\_

If aye, amendment now included in main motion. If nay, main motion not amended.