

Proposed Style Sheet for the University Senate

AFSCME

registrar	(capitalize only before a name, capitalize Office of the Registrar)
representative	
segment	(faculty segment, administrative segment, staff segment, student segment)
Senate	(mostly use University Senate)
Senate committee	
Senate secretary	(also secretary of the Senate, capitalize only before a name)
senator	(capitalize only before a name)
series comma	(use extra comma, ex: students, faculty, and staff)
standing committees	
student	
student members	
subcommittee	
undergraduate students	
university	
the University Senate	(don't use IUP Senate unless needed to avoid confusion when referencing other college senates, also fine without " the")
university-wide	(capitalize only for committee names, ex: University-Wide Undergraduate Curriculum Committee)
vice chair	(capitalize only before a name, ex: Vice Chair Sue Smith)

*note - stick with lowercase for titles except in front of a name due to IUP's style