

UNIVERSITY STANDING COMMITTEES

2012-2013

* *Definition and Purpose*

The University Standing Committees are appointed to bring together faculty, staff, alumni, students, and administrators for the purpose of collecting, exchanging, and weighing information and opinions and submitting to the Chancellor and /or Provost recommendations for changes that the committees deem necessary for the general good of the University. Each committee has the responsibility of continually reviewing practices and policies in its area of concern, as well as performing specifically designated duties. The University Standing Committees are advisory to the Chancellor and/ or Provost and, as such, perform a significant role in the governance of the University. Since these committees are an important source of faculty, student and staff input in the governance of the University, and since committee membership is viewed as a University service for the purpose of tenure and promotion, individuals who agree to serve on the University Standing Committees are expected to be diligent in their attendance and committee tasks. Decisions made by Standing Committees shall be regarded as recommendations until approved by the Chancellor, except in special cases as outlined in the committee descriptions. The format for conducting meetings of Standing Committees and for preparing and filing the minutes of the Standing Committees is outlined on the following pages. Permanent copies of Standing Committee minutes are maintained in the Office of the Chancellor and the J.D. Williams Library.

* *Appointments and Membership*

The Committee on Committees of the Senate of the Faculty makes recommendations for faculty membership on University Standing Committees except for those committees for which there are election processes. **With the exception of the Intercollegiate Athletics Committee, Faculty Senate representatives serve only one-year terms, notwithstanding the fact that other members are appointed for longer terms (typically 3 years).** A subcommittee appointed by the President of the Staff Council makes recommendations for staff membership on University Standing Committees except for those committees for which there are election processes. **On committees where the chair has not been designated, the first person named on the committee membership shall convene the committee for the purpose of selecting a chair.** The initial meeting must be called within fourteen days of the start of fall semester classes. (A call for the initial meeting of the Artist Series, Lecture Series, and Intercollegiate Athletics committees should be within fourteen days of their annual start date.) All committee chairs are elected annually unless otherwise noted. **Please notify the**

Chancellor's Office with the name of your Chair when he/she has been selected.

Faculty representation on all University Standing Committees is limited to faculty members without administrative titles except for those with no higher than departmental chair. Therefore, deans, associate deans, assistant deans, directors, associate directors, assistant directors, etc., may not serve as faculty representatives on University Standing Committees. This does not prevent such individuals from serving as administrative representatives. In general, a faculty member is defined as any full-time, tenure-track professor above the rank of Instructor.

* ***Terms and Length of Appointments***

Unless otherwise noted, a Standing Committee is appointed for a term that shall run from the first day of fall classes to the first day of fall classes. Faculty membership on standing committees is generally a three-year term unless otherwise noted. Faculty membership to Standing Committees is staggered when possible to provide continuity within the committee's membership. The Senate of the Faculty and Staff Council nominations should be submitted to the Chancellor early in May. The ASB, Graduate Student Council, and Staff Council nominations should be submitted to the Chancellor early in May. New terms for committee members shall begin with the appointments by the Chancellor and/or Provost.

* ***Duties of Chairs of University Standing Committees***

1. Obtain from the previous chair the records of the committee and apprise himself/herself and the committee members of general and specific duties of the committee.
2. Arrange for meeting times appropriate for all members. Secure a meeting place, prepare agendas, and call meetings of the committee.
3. Obtain or arrange for the provision to the committee of data, additional expertise, survey results, etc., so that the duties of the committee can be efficiently carried out and recommendations of import and substance can be generated.
4. Report any chronic absences or resignations of committee members so that replacement appointments may be made.
5. Prepare or supervise the preparation of an annual report of the activities and recommendations of the committee. Forward an original and one copy of the report to the Office of the Chancellor and one copy to the Committee on Committees of the Senate of the Faculty.
6. Maintain a file that will include
 - a. a statement of the function of the committee
 - b. the approved minutes of each committee meeting
 - c. the annual report of the committee

- d. documents, correspondence, data and other information that might be of continuing value to the committee
7. Forward committee records to the new committee chair when a new committee chair is appointed.

* ***Committee Minutes (preparation, recording, and filing)***

All committees are expected to keep minutes of all meetings and records of policy decisions and actions. Minutes shall be made available to all members of the faculty and staff. Unless otherwise noted, minutes of all standing committees should be delivered to the Office of the Registrar.

Upon final approval or disapproval by the Chancellor, one copy will be returned to the chair of the committee indicating the action taken, after which the chair is authorized to act accordingly; one copy will be retained in the Office of the Chancellor; and the original will become a part of the official records in the archives and special collections of the J.D. Williams Library for use by any faculty or staff member. Since the committee minutes will be bound and will become a part of the permanent records of the University, it is desirable that all minutes should follow an established form:

MINUTES OF THE MEETING OF THE (full title of committee)

- a. the date, and place of meeting, followed by
- b. the name of the presiding officer, followed by
- c. list of members present, followed by
- d. list of members absent, followed by
- e. the minutes of the meeting broken down into numbered paragraphs
- f. the name of the chair and the signature either of the chair or the secretary of the committee, followed by
- g. a place for the Chancellor's signature.

In all cases a left-hand margin of at least 1 1/2 inches should be allowed for binding purposes.

* ***Annual Report Instructions***

In April of each year, the Office of the Chancellor will request of Committee Chairs an Annual Report of the activities and recommendations of the Committee. The Annual Report is a permanent record. So that each report in the volume will be consistent in format, each committee Chair is requested to adhere to the following guidelines in preparing the Annual Report.

1. Reports can be submitted electronically in ASCII plain-text form or delivered in final format on white ripple bond to the Chancellor's Office.

2. Reports should use Arial font 12-pitch.
3. The report should be no longer than ten, 8 1/2" by 11" double-spaced pages.
4. The margin should begin 1 1/2 inches from the top of the page; the left-hand margin should be 1 1/2 inches, with a right-hand margin of 1 inch.
5. The report should be neat, grammatically correct, and free of mechanical errors.
6. A cover page is not necessary. The following information should be shown at the top of the first page of the report:

NAME OF COMMITTEE
Jane Q. Doe, Chair
2012-2013