Policy on University Standing Committees

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.

Appointments and Membership

The Faculty Senate, with support of the Provost Office, elects and recommends faculty membership on University Standing Committees. These faculty members typically serve three year terms (unless otherwise noted by the Committee). 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. A convener or chair should call an initial meeting early in the Fall semester or, for committees with explicit work schedules (such as the Artist Series, Lecture Series, or Intercollegiate Athletics) at their annual start date. All committee chairs are elected annually by the Committee 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 an individual holding a full-time support, research, or tenure-track position. University standing committees, when deemed appropriate by the Chancellor’s Office and Faculty Senate, should include include a student representative.
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 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 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.

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 MS Word 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
   20xx-20xx

University Standing Committees

The following is a list of University Standing Committees:

* Academic Discipline
* Academic Freedom and Faculty Responsibility
* Academic Suspension and Dismissal Appeals
* Academic Grade Appeal
* Accessibility
* Artist Series
* Athletic Compliance
* Buildings, Grounds and Renovations
* Campus Internationalization Committee
* Copyright Committee
* Council of Academic Administrators
* External Academic Affairs Committee
* Faculty and Staff Appeals
* General Education Committee
* Graduate Council
* Instructional Technology
* Intercollegiate Athletics
* Lecture Series
* LGBTQ Affairs
* Library Council
* Museums
* Recreational Facilities
* Recruitment, Admissions, Orientation, and Advising
* Research Board
* Retirement and Insurance
* Sabbatical Leave Review
* Sensitivity and Respect
* Staff Appreciation
* Strategic Planning Council
* Student Affairs
* Support and Research Faculty Promotion Review
* Tenure and Promotion Appeals
* Tenure and Promotion Review
* Traffic and Parking
* Undergraduate Council