

# Standard Operating Procedures

## Committees

### Purpose

Provide step-by-step instructions for the Faculty Senate to form committees, as outlined in Article V, Committees of Administrative Regulation and aligned with Governing Regulations (GR) IV and V.

### Relevant Administrative Regulation

#### *V. Committees*

##### *A. Purpose and Responsibilities*

- 1. Committees of the Faculty Senate may be established to address or advise on a curricular issue, or to assume responsibility for specific areas of Faculty Senate business, provided that they are chaired by a voting member of the Faculty Senate and that a majority of the committee would consist of current Faculty Senators.*
- 2. A proposal for the creation of a committee must be sent in writing to the Faculty Senate Chair and include:*
  - The proposed membership of the new committee, or the method of determining that membership.*
  - The proposed chair of the new committee, or the method of determining which voting member of the Faculty Senate will chair the committee.*
  - The purpose of the committee, the scope of its authority and the expected duration of the proposed committee.*
  - Upon receipt of a complete proposal, the Faculty Senate Chair shall collaborate with the Provost prior to deciding on the proposal.*

*B. No member of the Faculty Senate may be added to a committee without that Faculty Senator's consent.*

*C. Committee membership is open to full-time faculty who are not Faculty Senators. However, there will be no obligation for non-members of the Faculty Senate to attend meetings and/or serve on any committee(s).*

## Senate Procedures

### *A. Establishing a committee*

- 1. Any Faculty Senator can submit a proposal to establish a committee as outlined in AR V for Faculty Senate above.*
- 2. As outlined in AR V, upon receipt of a complete proposal the Faculty Senate Chair shall collaborate with the Provost prior to adding the proposal to the Senate agenda for approval.*

3. A proposed committee will be established by a majority vote of elected Faculty Senators.
- B. Committee Membership and Terms
1. Membership is governed by AR V.
  2. The term for committee members shall be determined when the committee is established, but shall not exceed their term as Faculty Senator
- C. Committee Officers and Terms
1. The Chair shall oversee committee meetings and ensure the completion of assigned tasks.
  2. The Chair shall act as the official liaison between the committee and the Faculty Senate Chair.
  3. The Chair shall submit committee reports as defined below.
  4. The term for committee officers shall not exceed their term as Faculty Senator.
  5. Faculty Senate members can only chair one committee during an academic year.
- D. Voting
1. A quorum shall be present, in accordance with Article IV.A.4, for a vote to occur.
  2. Votes of committees are not deemed formal (see Article IV.A.2)
  3. A motion will pass with a majority of committee membership.
- E. Reporting
- To ensure transparency, accountability, and continuity, all committees of the Faculty Senate must provide regular updates on their activities, regardless of whether they submit formal action recommendations. Reports seek to maintain institutional memory, track progress on assigned tasks, and inform the Faculty Senate of ongoing discussions and potential considerations.
1. Action Recommendations
    - Action recommendations are formal proposals from a Faculty Senate committee that require discussion, approval, or implementation by the full Faculty Senate.
    - Proposed action recommendations must be submitted in writing to the Faculty Senate Chair and the Office of the Provost for inclusion on the Draft Senate Agenda (see Agenda SOP)
    - If a committee has no action recommendations, it must still provide an update on its activities through regular activity reports
  2. Regular Activity Reports
    - Committee Reports must be submitted at least once per semester (or as directed by the Faculty Senate Chair) to the Faculty Senate Chair, Office of the Provost, and full Faculty Senate.
    - If no action recommendations exist, the report should still summarize:
      1. Current progress on any assigned tasks including any challenges or findings
      2. Ongoing discussions or research the committee is conducting.
      3. Any potential future recommendations under consideration.
  3. Final Report:

- A Final report must be submitted to the Faculty Senate Chair, Office of the Provost, and full Faculty Senate within 10 business days of completing the committee's task.
- If the committee's work concludes without formal recommendations, the final report should explain why recommendations were unnecessary.

#### F. Special and Ad Hoc Councils/Committees

##### 1. Authority

- The Faculty Senate Chair, in consultation with the Provost, may appoint such special and ad hoc committees as may be necessary for the accomplishment of certain projects or for special purposes.
- The Faculty Senate may recommend the composition of any special and ad hoc committee.
- The Faculty Senate Chair may appoint the chair of any special and ad hoc committee.
- The chair of a special and ad hoc committee shall report to the Faculty Senate Chair during the lifetime of the committee.

##### 2. Limitation

- A special and ad hoc committee will be automatically discharged upon the completion of its assigned task or project and the forwarding of its response or recommendation to the Faculty Senate Chair and/or the Faculty Senate.
- The Faculty Senate Chair, in consultation with the Provost, shall have the authority to set the time frame for completion of the work assigned to the special and ad hoc committee.

##### 3. Reports

- At the completion of the special and ad hoc committee task, a final report shall be forwarded to the Faculty Senate Chair and the Office of the Provost.