FACULTY SENATE           SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-2

Approved by the Faculty Senate
January 27, 2016

BRIEF SUMMARY: This bill specifies the procedure portion of the existing Faculty Handbook section on University Standing Committees and Councils (Chapter 1, Section G5).

REVISING “UNIVERSITY STANDING COMMITTEES AND COUNCILS” TO ESTABLISH A PROCEDURE SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “policy” section, Chapter 1, Section G5 of the Faculty Handbook be amended by replacing the existing content with the following “procedure” section (with the companion “policy” to precede it in the Handbook):

University Standing Committees and Councils: Procedure Section

The President’s Office publishes the list of all current University Standing Committees and Councils on its website (http://www.semo.edu/president/committees-and-councils.html), including charge, membership composition, reporting relationship, current members and chair of each committee and council. As a professional courtesy, if there are any changes to the charge, membership, or reporting relationship of any University Standing Committees or Councils, the President or his/her designee will notify Faculty Senate two weeks before changes take place.

Membership on University Standing Committees

Three-year terms should be established for faculty members on all University Standing Committees unless otherwise mandated (e.g., University Faculty Promotions Committee, or where approved by the Faculty Senate). Faculty members who serve full terms on University Standing Committees cannot succeed themselves.

The President of the University should determine the number of faculty, administrative, and student members who should serve on University Standing Committees, except where otherwise noted, with the following constraints:

1. The number of administrative members normally should not exceed the number of faculty members;
2. No more than two undergraduate students and one graduate student normally should serve on a University Standing Committee.

The Student Government (undergraduate positions), and when there is an active Graduate Student Association (graduate positions), should nominate two individuals for each vacant student position on University Standing Committees; nominations are sent to the President of the University, who must act on these recommendations.

Administrative positions on University Standing Committees may be recommended by the committee chairs. Appointments will be made by the President of the University.

The Faculty Senate Membership Committee should endeavor to nominate at minimum two faculty members for each vacancy on University Standing Committees to the President of the University who then must act on these recommendations.

Faculty members should normally not serve on more than one University Standing Committee at a time. However, a faculty member may be appointed to a second University Standing Committee if the faculty member has special expertise necessary for effective committee functioning. These restrictions may be waived for library faculty because of the small size of that unit; however, every effort should be made to distribute committee assignments as widely as possible in order to hold multiple memberships to a minimum. Faculty Senators may be appointed to only one University Standing Committee while serving on the Faculty Senate.

**Appointment Process for University Standing Committees**

The President of the University should notify the Faculty Senate Membership Committee by the third Monday in March about requests for changes in faculty membership on University Standing committees, other than that which occurs through normal faculty rotation. These requests may be initiated by the President of the University or by the committee chairs through the President of the University. The President of the University may also submit a request to the Faculty Senate Membership Committee for specific expertise in a faculty member which may enhance the faculty member's effectiveness on the committee; the Membership Committee should attempt to match these requests to available faculty applicants.

The Faculty Senate Membership Committee should notify faculty of available positions on University Standing Committees by the first Wednesday in April. Faculty should indicate interest in serving on specific committees to the Membership Committee by the third Wednesday in April.

The Faculty Senate Membership Committee (which is formed during the Faculty Senate organizational meeting) should form its recommendations by the third Wednesday in June.
Appointments take effect at the beginning of the Fall semester. Notification of appointments to the University Standing Committees should be made prior to the beginning of the Fall semester.

Chairs of University Standing Committees should notify the Membership Committee when unexpired faculty positions on committees open during the academic year. The Membership Committee will recommend replacement members through appropriate channels from available faculty applicants. The replacement faculty will complete the term of the vacated faculty position. Completing an unexpired faculty position does not preclude the replacement faculty member from applying for the subsequent term.

Removal of Faculty Members from University Standing Committees

Chairs of University Standing Committees should notify the Chair of the Membership Committee when a faculty member does not fulfill normal committee responsibilities (e.g., when a faculty member regularly does not attend committee meetings). The Membership Committee will then determine:

1. If the matter should be dropped;
2. If an inquiry should be sent to the faculty member;
3. If the faculty member should be recommended for removal from the committee.

Any recommendation for removal will be presented to the Faculty Senate for action. By a majority vote of Senators present and voting, the Senate may recommend to the President that members be removed from University Committees. Replacements for faculty members who are removed from committees will be made through the established procedures for filling vacancies.

Chairs of University Standing Committees

The President of the University should appoint Chairs of University Standing Committees (after full committee membership has been established).

Ex Officio Membership on University Standing Committees

The President of the University or an individual designated the President of the University is an ex officio, non-voting member of all University Standing Committees.

PROLIFERATION OF COMMITTEES AND COUNCILS

The number of University Standing Committees and/or Councils should not be increased appreciably in the future. Two means are available to achieve this objective. Ad Hoc Committees, task forces, and commissions should be utilized to handle specific, short-term
issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc Faculty Senate Committees) or by the President of the University (e.g., Ad Hoc University Standing Committees). The charge to such a committee must specify a deadline for committee action. Faculty members are normally appointed to these committees in the same manner as they are appointed to established Faculty Senate Committees or University Standing Committees and Councils.

When a long-term issue arises, an attempt should be made to find an existing Faculty Senate Committee or University Standing Committee and/or Councils which may handle the issue appropriately within its existing charge. Or, if the charge of an existing Faculty Senate Committee or University Standing Committee or Council is closely related to a long-term issue, the charge of the committee and/or council should be expanded to encompass the issue. Only as a last resort should a new committee and/or council be charged. Faculty membership on such committees and/or councils should be recommended by the Faculty Senate Membership Committee according to established procedures.

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<tbody>
<tr>
<td>Introduced to Senate</td>
<td>12/2/2015</td>
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<tr>
<td>Second Senate Meeting</td>
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<td>Faculty Senate Vote</td>
<td>1/27/2016</td>
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<td>President's Review</td>
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<td>15 Day Review</td>
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