

Date and Version: 1/30/2019 Version 1
Handbook Section: Chapter 1, Section G5
Proposed Change: University Standing Committees and Councils - Policy
Source of Bill: Faculty Senate Governance Committee

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 19-A-XX

Approved by the Faculty Senate
XXXXXXXXXX

BRIEF SUMMARY: This bill specifies the policy 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 POLICY SECTION**

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

1 **University Standing Committees and Councils: Policy Section**

2 A University Standing Committee or Council is a representative body charged by the President
3 of the University and must report to the President of the University and/or an individual
4 designated by the President.

5 The composition of University Standing Committees and Councils generally can be divided into
6 two categories of membership based on university affiliation and ability to vote on matters
7 before that particular committee or council. Voting members must be full-time university
8 employees and, as the title implies, have voting privileges. All University Standing Committee
9 and Council members are voting members unless otherwise stated in the description of the
10 specific committee or council. Advisory members are essential in contributing information and
11 insight to the committee or council process. Individuals serving in an advisory capacity are not
12 required to be full-time university employees and do not have voting privileges.

13 Three-year terms should be established for faculty members on all University Standing
14 Committees and Councils unless otherwise mandated (e.g., University Tenure and Promotion
15 and Sabbatical Leave Advisory Committee, or where approved by the Faculty Senate). Normally,
16 faculty members who serve full terms on University Standing Committees or Councils cannot
17 succeed themselves. Exceptions can be made for extenuating circumstances, such as when there
18 are not enough qualified replacement candidates to fill the vacant position.

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19 The size and composition of councils vary according to purpose and representation. Normally,
 20 faculty members, each from a different college and Kent Library, and four persons from other
 21 University affiliations or assignments (i.e., administration, students, alumni, other staff) form the
 22 representative basis of each committee. All committee chairpersons file at least one report
 23 annually to the responsible administrator.

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| Action | Date |
|----------------------------|-------------|
| Introduced to Senate | 2/6/19 |
| Second Senate Meeting | |
| Faculty Senate Vote | |
| President's Review | |
| 15 Day Review | |
| Posted to Faculty Handbook | |