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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 20-A-4**

Approved by the Faculty Senate  
October 14, 2020

**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, and subject to the addition of the list of University Standing Committees and Councils to the President’s Office website, and subject to moving subsection y on “Review Committees” to Chapter 5, Section B1 of the *Faculty Handbook*, 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*):

1 **University Standing Committees and Councils:**

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3 **Procedures** *Faculty Senate Bill 20-A-4 begins here.*

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5 The University President’s Office will publish the list of all current University Standing  
6 Committees and Councils on its website ([http://www.semo.edu/president/committees-and-](http://www.semo.edu/president/committees-and-councils.html)  
7 [councils.html](http://www.semo.edu/president/committees-and-councils.html)), including charge, current members and chair of each committee and council. If  
8 there are any changes to the charge, membership, or reporting relationship of any University  
9 Standing Committees or Councils, the University President or their designee will notify the Chair  
10 of Faculty Senate in a timely manner.

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12 **Membership on University Standing Committees**

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14 The University President should determine the number of faculty, administrative, and student  
15 members who should serve on University Standing Committees and Councils. Should faculty  
16 senate executives feel that there is insufficient faculty representation on a committee or that a  
17 particular college or Kent Library does not have sufficient representation, they should discuss  
18 this concern with the University President or their designee to improve representation. Should

19 that fail, Faculty Senate could bring a resolution setting forth what they believe to be sufficient  
20 representation.

21  
22 The Faculty Senate Membership Committee will nominate at minimum two faculty members for  
23 each vacancy on University Standing Committees to the University President or their designee  
24 who will select faculty to serve as appropriate on the various committees and councils.

25  
26 Faculty members should normally not serve on more than one University Standing Committee at  
27 a time. However, a faculty member may be appointed to a second University Standing  
28 Committee if the faculty member has special expertise necessary for effective committee  
29 functioning. Faculty Senators may be appointed to only one University Standing Committee  
30 while serving on the Faculty Senate.

### 31 32 **Appointment Process for University Standing Committees**

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34 The University President's Office shall notify the Faculty Senate Membership Committee by the  
35 third Monday in March about changes in faculty membership on University Standing  
36 committees, other than that which occurs through normal faculty rotation.

37  
38 The Faculty Senate Membership Committee should notify faculty of available positions on  
39 University Standing Committees by the first Wednesday in April. Faculty should indicate  
40 interest in serving on specific committees to the Membership Committee by the third Wednesday  
41 in April.

42  
43 The Faculty Senate Membership Committee (which is formed during the Faculty Senate  
44 organizational meeting) should form its recommendations by the third Wednesday in June.  
45 Appointments take effect at the beginning of the Fall semester. Notification of appointments to  
46 the University Standing Committees should be made prior to the beginning of the Fall semester.

47  
48 Chairs of University Standing Committees should notify the Membership Committee when  
49 unexpired faculty positions on committees open during the academic year. The Membership  
50 Committee will recommend replacement members through appropriate channels from available  
51 faculty applicants. If appointed, the replacement faculty will complete the term of the vacated  
52 faculty position.

### 53 54 **Removal of Faculty Members from University Standing Committees**

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

### 60 61 **Chairs of University Standing Committees**

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63 The University President has the discretion to appoint Chairs of University Standing Committees  
64 if necessary (after full committee membership has been established).  
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## 66 **AD HOC COMMITTEES**

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68 Ad Hoc Committees, task forces, and commissions should be utilized to handle specific, short-  
69 term issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc  
70 Faculty Senate Committees) or by the University President (e.g., Ad Hoc University Standing  
71 Committees). When a long-term issue arises, an attempt should be made to find an existing  
72 Committee which may handle the issue appropriately within its existing charge. Only as a last  
73 resort should a new committee or council be charged.

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75 *Approved by Faculty Senate 10/14/20, Approved by President 10/26/20, Posted for 15-Day Review 10/26/20.*  
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<b>Action</b>	<b>Date</b>
Introduced to Senate	2/6/20
Second Senate Meeting	2/20/20
Faculty Senate Vote	10/14/20
President's Review	10/26/20
15 Day Review	10/26–11/13
Posted to Faculty Handbook	11/23/20