

**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 19-A-XX**

Approved by the Faculty Senate  
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**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*):

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

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

8   **Membership on University Standing Committees**

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

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

16   The Student Government (undergraduate positions) and Graduate Student Association (graduate  
17   positions), when such an organization is active, should nominate two individuals for each vacant

18 student position on University Standing Committees; nominations are sent to the President who  
19 will select one to serve.

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

22 The Faculty Senate Membership Committee will nominate at minimum two faculty members for  
23 each vacancy on University Standing Committees to the President who will select one to serve.

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

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

32 The President shall notify the Faculty Senate Membership Committee by the third Monday in  
33 March about requests for changes in faculty membership on University Standing committees,  
34 other than those through normal faculty rotation.

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

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

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

#### 49 **Removal of Faculty Members from University Standing Committees**

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

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

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

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

62 The President shall appoint Chairs of University Standing Committees (after full committee  
63 membership has been established).

#### 64 **Ex Officio Membership on University Standing Committees**

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

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### 68 **PROLIFERATION OF COMMITTEES AND COUNCILS**

69 Ad Hoc Committees, task forces, and commissions should be utilized to handle specific, short-  
70 term issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc  
71 Faculty Senate Committees) or by the President (e.g., Ad Hoc University Standing Committees).  
72 The charge to such a committee must specify a deadline for committee action. Faculty members  
73 are normally appointed to these committees in the same manner as they are appointed to  
74 established Faculty Senate Committees or University Standing Committees and Councils. When  
75 a long-term issue arises, an attempt should be made to find an existing Committee which may  
76 handle the issue appropriately within its existing charge. Only as a last resort should a new  
77 committee or council be charged.

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

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