

**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 25-A-XX**

Approved by the Faculty Senate  
XXXXXXXX

**BRIEF SUMMARY:** This bill specifies the procedure portion for the Membership on University Standing Committees of the existing *Faculty Handbook* section on *University Standing Committees and Councils*.

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

BE IT RESOLVED THAT: subject to the passage and approval of this bill University Standing Committees and Councils, Membership on University Standing Committees, Chapter 1 of the *Faculty Handbook* will be replaced

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

2 The University President’s Office will publish the list of all current University Standing  
3 Committees and Councils on its website ([https://semo.edu/about/president/university-  
5 info/committees.html](https://semo.edu/about/president/university-<br/>4 info/committees.html)), including charge, current members and chair of each committee and  
6 council. If there are any changes to the charge, membership, or reporting relationship of any  
7 University Standing Committees or Councils, the University President or their designee will  
8 notify the Chair of Faculty Senate in a timely manner.

8 **Membership on University Standing Committees**

9 The University President should determine the number of faculty, administrative, and student  
10 members who should serve on University Standing Committees and Councils. Should a party  
11 feel that there is insufficient faculty representation on a committee, or that a particular college or  
12 Kent Library does not have sufficient representation, they should petition the Faculty Senate  
13 Executive Committee to intercede on their behalf with the University President or their designee  
14 to improve representation. Should that fail, the party should bring a resolution to the Faculty  
15 Senate setting forth what they believe to be sufficient representation.

16 The Faculty Senate Membership Committee will contact faculty from their corresponding  
17 colleges and Kent Library to request faculty nominees to serve on University Standing

18 Committees. Interested faculty will then be asked to apply for consideration by submitting a  
19 statement detailing their relevant experience and interest in serving. The Senate Membership  
20 Committee will review the statements to determine the faculty best suited to serve in each role,  
21 then nominate at minimum two faculty members for each vacancy on each committee. The  
22 nominations will then be presented to the University President or their designee who will select  
23 faculty to serve as appropriate on the various committees and councils.

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 because of 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. This  
31 limitation does not apply to appointments to (1) the Commencement Committee, (2) committees  
32 on which the Senator serves as an ex officio member, or (3) temporary or ad hoc  
33 committee assignments.

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<b>Action</b>	<b>Date</b>
Introduced to Senate	2/5/2025
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	