

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 25-A-4

Approved by the Faculty Senate
March 5, 2025

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

University Standing Committees and Councils: Procedure Section

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

Membership on University Standing Committees

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

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

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

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

Action	Date
Introduced to Senate	2/5/2025
Second Senate Meeting	3/5/2025
Faculty Senate Vote	3/5/2025
President's Review	3/25/2025
15 Day Review	
Posted to Faculty Handbook	