

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-2

Approved by the Faculty Senate

January 27, 2016

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. As a professional courtesy, if there are any changes to the charge,
6 membership, or reporting relationship of any University Standing Committees or Councils, the
7 President or his/her designee will notify Faculty Senate two weeks before changes take place.

8 **Membership on University Standing Committees**

9 Three-year terms should be established for faculty members on all University Standing
10 Committees unless otherwise mandated (e.g., University Faculty Promotions Committee, or
11 where approved by the Faculty Senate). Faculty members who serve full terms on University
12 Standing Committees cannot succeed themselves.

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

- 16 1. The number of administrative members normally should not exceed the number of
17 faculty members;

18 2. No more than two undergraduate students and one graduate student normally should
19 serve on a University Standing Committee.

20 The Student Government (undergraduate positions), and when there is an active Graduate
21 Student Association (graduate positions), should nominate two individuals for each vacant
22 student position on University Standing Committees; nominations are sent to the President of the
23 University, who must act on these recommendations.

24 Administrative positions on University Standing Committees may be recommended by the
25 committee chairs. Appointments will be made by the President of the University.

26 The Faculty Senate Membership Committee should endeavor to nominate at minimum two
27 faculty members for each vacancy on University Standing Committees to the President of the
28 University who then must act on these recommendations.

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

36 **Appointment Process for University Standing Committees**

37 The President of the University should notify the Faculty Senate Membership Committee by the
38 third Monday in March about requests for changes in faculty membership on University
39 Standing committees, other than that which occurs through normal faculty rotation. These
40 requests may be initiated by the President of the University or by the committee chairs through
41 the President of the University. The President of the University may also submit a request to the
42 Faculty Senate Membership Committee for specific expertise in a faculty member which may
43 enhance the faculty member's effectiveness on the committee; the Membership Committee
44 should attempt to match these requests to available faculty applicants.

45 The Faculty Senate Membership Committee should notify faculty of available positions on
46 University Standing Committees by the first Wednesday in April. Faculty should indicate
47 interest in serving on specific committees to the Membership Committee by the third Wednesday
48 in April.

49 The Faculty Senate Membership Committee (which is formed during the Faculty Senate
50 organizational meeting) should form its recommendations by the third Wednesday in June.

51 Appointments take effect at the beginning of the Fall semester. Notification of appointments to
52 the University Standing Committees should be made prior to the beginning of the Fall semester.

53 Chairs of University Standing Committees should notify the Membership Committee when
54 unexpired faculty positions on committees open during the academic year. The Membership
55 Committee will recommend replacement members through appropriate channels from available
56 faculty applicants. The replacement faculty will complete the term of the vacated faculty
57 position. Completing an unexpired faculty position does not preclude the replacement faculty
58 member from applying for the subsequent term.

59 **Removal of Faculty Members from University Standing Committees**

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

- 64 1. If the matter should be dropped;
- 65 2. If an inquiry should be sent to the faculty member;
- 66 3. If the faculty member should be recommended for removal from the committee.

67 Any recommendation for removal will be presented to the Faculty Senate for action. By a
68 majority vote of Senators present and voting, the Senate may recommend to the President that
69 members be removed from University Committees. Replacements for faculty members who are
70 removed from committees will be made through the established procedures for filling vacancies.

71 **Chairs of University Standing Committees**

72 The President of the University should appoint Chairs of University Standing Committees (after
73 full committee membership has been established).

74 **Ex Officio Membership on University Standing Committees**

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

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78 **PROLIFERATION OF COMMITTEES AND COUNCILS**

79 The number of University Standing Committees and/or Councils should not be increased
80 appreciably in the future. Two means are available to achieve this objective. Ad Hoc
81 Committees, task forces, and commissions should be utilized to handle specific, short-term

82 issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc Faculty
83 Senate Committees) or by the President of the University (e.g., Ad Hoc University Standing
84 Committees). The charge to such a committee must specify a deadline for committee action.
85 Faculty members are normally appointed to these committees in the same manner as they are
86 appointed to established Faculty Senate Committees or University Standing Committees and
87 Councils.

88 When a long-term issue arises, an attempt should be made to find an existing Faculty Senate
89 Committee or University Standing Committee and/or Councils which may handle the issue
90 appropriately within its existing charge. Or, if the charge of an existing Faculty Senate
91 Committee or University Standing Committee or Council is closely related to a long-term issue,
92 the charge of the committee and/or council should be expanded to encompass the issue. Only as
93 a last resort should a new committee and/or council be charged. Faculty membership on such
94 committees and/or councils should be recommended by the Faculty Senate Membership
95 Committee according to established procedures.

Action	Date
Introduced to Senate	12/2/2015
Second Senate Meeting	1/27/2016
Faculty Senate Vote	1/27/2016
President's Review	
15 Day Review	
Posted to Faculty Handbook	