SECTION 4 - University-level Standing Committees of Academic Council

4.1.  ESTABLISHMENT OF STANDING COMMITTEES

4.1.1. There shall be the following University-level Standing Committees of Academic Council:

- University Committee on Academic Governance
- University Committee on Undergraduate Academic Policy
- University Committee on Curriculum
- University Committee on Faculty Affairs
- University Committee on Faculty Tenure
- University Graduate Council
- University Committee on Graduate Studies
- University Committee on Student Affairs

4.2.  GENERAL RULES GOVERNING STANDING COMMITTEES

4.2.1. Composition of Standing Committees

4.2.1.1. The composition of each Standing Committee is specified in the description of each committee. The appropriate number of members for each committee is monitored by the University Committee on Academic Governance (4.3 - 4.9).

4.2.1.2. Unless otherwise provided, no college shall have more than one faculty representative on a committee.

4.2.1.3. Unless provided otherwise in detailed descriptions below, the term of office for faculty members shall be two years. Provisions shall be made to stagger elections. Terms of office shall begin August 16.

4.2.1.4. The term of office for student members shall be one year. Terms of office shall begin on the first day of summer semester classes.

4.2.1.5. No individual may serve more than three consecutive terms on the same committee from the same constituency.
4.2.1.6. No individual may serve concurrently as a voting member of more than one Academic Council University-level Standing Committee.

4.2.1.7. Election and appointment to committees shall take place in the spring of each year.

4.2.1.8. If for any reason an individual is unable to serve for a period of one or more academic semesters, a replacement shall be named for that semester or semesters in a manner compatible with the regular selection of the member unable to serve.

4.2.1.9. Where faculty members of a University-level Standing Committee are selected from the elected faculty on Academic Council University Council, they shall be elected by the Faculty Council Senate upon nomination by the faculty of the Committee on Academic Governance of a slate of at least one and one-half nominees per position to be filled.

4.2.1.10. Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their Bylaws, provide for election to any standing committees except the University Committee on Faculty Tenure, full time fixed term faculty who have served at least three consecutive years and/or specialists in the continuing appointment system.

4.2.1.11. Unless otherwise provided, undergraduate student members of Standing Committees shall be elected by the Academic Assembly of ASMSU and the graduate student members of the Standing Committees shall be elected by COGS. Elections shall be held prior to the end of spring semester.

4.2.1.12. Elections to all committees shall be completed prior to May 1.

4.2.2. General Procedures of Standing Committees

4.2.2.1. After committees for the next year have been constituted in the spring, each new committee shall meet and elect its chairperson and, if applicable, an additional representative to Academic Council.

4.2.2.2. The chairperson of each Standing Committee shall prepare each month a summary of the activities of the preceding month and a list of prospective agenda items for the coming month. The Secretary for Academic Governance shall distribute these with the agenda or minutes for Academic-University Council or Faculty Council Senate and shall make them available to all other interested parties prominently post these summaries on the Web site for Academic Governance. At least once each academic year each chairperson shall report to either the Faculty Senate or the University Council as appropriate. The schedule for these reports will be put in place annually by the Secretary for Academic Governance.
4.2.2.3. The chairperson of each committee shall submit an annual report to the Executive Committee and Steering Committee by August 31. Summaries of these reports shall be distributed with Academic University Council minutes and shall be posted on the web site for Academic Governance. Each chairperson shall regularly report to the Executive Committee and Steering Committee on the work of the committee.

4.2.2.4. Committees are encouraged to call on faculty, students, administrators and others who have special expertise on matters under consideration, including minorities and women for the perspective they may bring to the consideration of many issues. Such individuals are asked to render whatever services are reasonably requested.

4.2.2.5. Committees shall establish their own rules and procedures, as long as they are not in conflict with the Bylaws of Academic Governance.

4.2.2.6. Subcommittees or ad hoc committees shall exist at the discretion of the parent committees. The advisability of their continuance shall be raised annually or at the conclusion of their originally designated period.

4.2.3. General Functions of University-level Standing Committees

4.2.3.1. Committee members shall represent the interests of the total University.

4.2.3.2. Committees shall initiate recommendations to and communicate with Faculty Senate or Academic Council as appropriate. Subject to the review of Faculty Senate or Academic Council, committees may make recommendations to the Provost and other administrators, as indicated in these Bylaws, on matters within the purview of the committee.

4.2.3.3. Committees shall respond to reasonable requests for consultation or advice by administrators who initiate requests for such participation on matters within the purview of the committee.

4.2.3.4. Committees shall regularly review their composition, procedures, and functions and recommend appropriate Bylaw revisions to the Committee on Academic Governance.

4.2.4. Meetings of Standing Committees

4.2.4.1. The administrator(s), or a designee, being advised by a committee shall be present at meetings of the committee except when otherwise stipulated by mutual agreement of the administrator(s) and committee.
4.2.4.2. Each committee shall schedule its own meetings and post the schedule on the committee web page.

4.2.4.3. Committee meetings shall ordinarily be open, but any committee may formulate procedures for closing some of its meetings for stated reasons. When a meeting is to be closed, the reasons for such closure will be announced publicly and displayed on the committee web page.

4.2.4.4. Each committee shall determine its own agenda. Members of The Steering Committee, Administrators, faculty, and students may suggest items for a committee's agenda. Announcements of committee meetings must be posted on the committee’s web page at least one week in advance and include time and place of the meeting and a listing of agenda items.