3.3. THE EXECUTIVE COMMITTEE OF ACADEMIC COUNCIL—THE STEERING COMMITTEE

3.3.1. Composition of the Executive Committee—The Steering Committee

3.3.1.1. The Executive Committee—Steering Committee shall be composed of (a) five members of the faculty, elected at large; (b) the Chairpersons of the Standing Committees of Academic—University Council; (c) the Chairperson and/or President of ASMSU Academic Assembly and the President of the Council of Graduate Students will sit ex-officio, but with voting rights on all matters not exclusively reserved for the faculty; (d) one undergraduate student chosen from the voting members of the ASMSU Academic Assembly and (e) one graduate student selected from the student members of the University Graduate Council—Committee on Graduate Studies will sit ex-officio, but with voting rights on all matters not exclusively reserved for the faculty.

3.3.1.2. At-large faculty members of the Executive Committee—The Steering Committee shall be designated as members of the Faculty Council—Senate, but may not serve concurrently as college representatives or as members of any other Academic—University Council Standing Committee.

3.3.1.2.1. The term of office for the at-large faculty members shall be two—three years and shall begin on August 15. No individual may serve more than two consecutive terms, and the maximum lifetime total years of service will be six years. Either two or three faculty members shall complete their terms each year.

3.3.1.2.2. At-large members of the Executive Committee—The Steering Committee shall be elected by the voting faculty of the University—Academic Assembly in an election supervised by the Secretary for Academic Governance annually in the Spring Semester. Election shall be by a plurality of votes.

3.3.1.2.2.1. The faculty of University Committee on Academic Governance shall nominate not less than two nor more than four faculty for each position to be filled. Faculty of the University shall have the opportunity to suggest nominees. A nomination slate will be developed by a nominating committee from and chosen by Faculty Congress.
No member of the current Steering Committee will be a member of the nominating committee. The nominating committee will solicit recommendations from all faculty.

3.3.1.2.2. The Secretary for Academic Governance shall prepare a vita for each nominee and shall request each nominee to submit a short statement. Both shall be distributed with the ballot.

3.3.1.2.3. If for any reason an at-large faculty member of the Executive Committee-The Steering Committee is unable to serve for a period of one academic semester or more, a replacement for the remainder of the term of office shall be appointed by the Faculty Council Senate will have responsibility to fill the vacancy upon nomination by the faculty of the University Committee on Academic Governance.

3.3.1.2.4. The term of office for student members of the Executive Committee-The Steering Committee shall be for one year, and shall begin on the first day of summer semester classes. No student may serve more than two consecutive terms on the Executive Committee-The Steering Committee.

3.3.1.2.4.1. Student members of the Executive Committee-The Steering Committee shall be chosen by ASMSU Academic Assembly or the Council of Graduate Students-University Committee on Graduate Studies.

3.3.1.2.4.2. Should a student member leave the Executive Committee-The Steering Committee, a replacement shall be chosen by ASMSU Academic Assembly or the Council of Graduate Students-University Committee on Graduate Studies.

3.3.1.3. The President and Provost or designee shall be ex officio members of the Executive Committee but with voting rights on all matters not exclusively reserved for faculty. The Secretary for Academic Governance shall be an ex officio member and shall serve as secretary to the committee and will supply the clerical and administrative assistance needed that is in proportion to the needs and responsibilities of The Steering Committee members.
3.3.1.4 The chairperson of the Executive Committee shall be elected by the membership from among the at-large faculty members of the committee, annually by Faculty Congress from all at-large faculty members sitting on the Steering Committee. Election shall be for a one-year term.

3.3.1.5 A quorum of The Steering Committee will consist of one-half of the number of faculty members sitting on The Steering Committee, plus one.

3.3.2 Functions and Procedures of the Executive Committee

3.3.2.1 The at-large members of Executive Committee shall meet periodically with the President and Provost for an exchange of information and views on University policy.

3.3.2.2 The Executive Committee shall act on behalf of Academic Council when, in the judgment of a majority of the membership of the committee, action is needed before Academic Council can be called in session. Such sessions shall be chaired by the President or, in the event of his or her absence, by the Provost or designee. Actions taken under this article shall be reported to Academic Council as information items and are subject to review by Academic Council. Meetings under this article shall be called by the President, in consultation with the Executive Committee or a sub-committee of the Executive Committee designated to act on matters of agenda.

3.3.2.3 The faculty members of the Executive Committee shall act on behalf of Faculty Council when, in the judgment of a majority of those members, action is needed before Faculty Council can be called in session. Such sessions shall be chaired by the President or, in his or her absence, the Provost. Such meetings may be called by the faculty members of the Executive Committee, or by the President or, in his or her absence, the Provost, in consultation with the faculty members of the Executive Committee. Decisions taken under this
article shall be reported to Faculty Council-Senate as information items and are subject to review by Faculty Council-Senate.

3.3.2.4. The Executive Committee-Steering Committee shall advise the Provost regarding the appropriate Faculty governance bodies and academic governance bodies, if any, to consult on proposals for creation, merger, or abolition of basic academic units to include departments, schools, institutes, colleges, and the Graduate School.

3.3.2.5. The Executive Committee-Steering Committee shall act as an agency through which individual faculty or students, or faculty or student groups and organizations, may initiate action in academic governance.

3.3.2.5.1. The Executive Committee-Steering Committee shall, where appropriate, refer matters brought to it to councils or committees for consideration.

3.3.2.5.2. When an issue is referred to more than one standing committee for consideration, one standing committee shall be designated the “lead committee” and will be responsible for any report on the issue.

3.3.2.6. The Executive Committee-Steering Committee, in consultation with the President or Provost, shall prepare the agenda for meetings of the Academic-University Council. Before each meeting of the Academic-University Council, the Executive Committee-Steering Committee or a sub-committee designated for matters of agenda, shall hold a duly-announced open meeting at which suggestions for agenda items will be heard.

3.3.2.7. The faculty members of the Executive Committee-Steering Committee, or a sub-committee designated for matters of agenda, shall, in consultation with the President or Provost, prepare the agenda for meetings of the Faculty Council-Senate and the Academic Senate-Assembly. Before any meeting of those bodies, the Executive Committee-Steering Committee will hold a duly-announced open meeting at which suggestions for agenda items will be heard.

3.3.2.8. The Executive Committee-Steering Committee shall report to Academic-University Council.
3.3.2.9. The at-large members of The Steering Committee will serve as the liaison for communication with the Board of Trustees (replacing the current Faculty Liaison). The Steering Committee’s responsibility will be to act as a two-way bridge between faculty concerns, and suggestions and the thoughts and directions of the Board of Trustees. The Chairperson of The Steering Committee will attend all Board of Trustee public meetings and stand ready to interact with the Board members at any time.

3.3.2.10. The Steering Committee will implement and support communication to and from faculty, and will communicate such information in print, electronically, and by direct interaction.

3.3.2.11. The Steering Committee will communicate regularly with the College Advisory Committees to encourage and implement strong articulation between university-level and college-level academic governance.

3.3.3. Procedure for Recall of an at-large member of The Steering Committee Member

3.3.3.1. Recall proceeding against a member of The Steering Committee can be initiated in either of two ways: 1) By a petition of 20% of the voting membership of Academic Assembly, or 2) By Majority vote of Faculty Congress.

3.3.3.2. Once recall proceeding have been successfully initiated, a recall will succeed by a majority vote of the Academic Assembly, where the threshold number shall be one plus 50% of the voting membership of Academic Assembly.

3.3.3.3. The recall vote will be conducted by secret ballot by procedures set by the Secretary for Academic Governance. Full and open discussion of the reasons for the recall as well as rebuttal by the member under recall will be arranged. Once the recall proceeding is validated, the discussion of the issue and the actual vote for recall will proceed in a timely
manner, and in no case should last beyond one month.

3.3.3.4 Procedures to fill any seat on The Steering Committee left vacant because of recall will be the same as those for filling a seat left open for any other reason.

3.3.3.5 No more than two recall proceeding can proceed simultaneously.