CHAPTER III. Committees of the Senate

The Faculty Senate recognizes two kinds of committees organized by and for the Faculty Senate: standing and ad hoc.

A. Two standing committees of the Senate mandated by Part II.C.2 of the Senate Constitution are the Executive Committee and the Committee on Committees.

1. The Executive Committee

a. The Executive Committee shall consist of the Speaker, the Deputy Speaker, the Secretary, and other members of the Senate. The Executive Committee must include at least one member, and no more than two, from each electoral unit. When the composition of the subcommittee does not include at least one member from each electoral unit, then a representative from that unit shall be selected to serve on the Executive Committee. A representative from each standing committee, usually the committee chair, shall be on the Executive Committee. When the subcommittee chair is unable or unwilling to serve on the Executive Committee, another representative from that subcommittee will be selected. The Speaker shall chair the Executive Committee, and shall vote only in the event of a tie vote.

b. The Executive Committee shall advise the Speaker of the Senate, assist in the administration and planning of Senate meetings, propose meeting agenda, implement the decisions and programs of the Senate, and act as directed by the Senate.

c. The Executive Committee shall have the power to act for the Senate in the event of an emergency. All such actions shall be reported to the Senate at its next meeting.

d. More than fifty percent of the voting members of the Executive Committee shall be required to constitute a quorum.

2. The Committee on Committees

a. The Committee on Committees shall conduct a survey of all faculty members concerning their willingness to serve on committees, their areas of expertise/interest, and committees of interest. In consultation with the colleges, the Committee on Committees shall nominate appropriate individuals from the faculty to fill expired terms and vacant positions reserved for faculty on any non-elected University Committee. These nominations shall be made in accordance with the provisions and time line of the document entitled “University Councils and Committees,” available in the Faculty Senate Office.

b. The Committee on Committees shall maintain in the Senate Office a copy of the annual “University Councils and Committees” document. Included in this record shall be the original
charge to the committee and current membership lists that indicate the term of service for each individual.

B. Other standing committees of the Faculty Senate shall be the Academic Affairs Committee, the Faculty Affairs Committee, the Awards/Bylaws/Election Committee, and the Budget Analysis Committee. These standing committees shall be organized according to the following general rules:

1. Standing committee members

   a. Each delegation of Senators shall decide amongst themselves which committees they will join. Each Senator must serve on at least one committee.

2. General rules of organization for standing committees of the Faculty Senate

   a. Except as otherwise specifically provided by these Bylaws, standing committees of the Senate shall be composed of at least three members all representing different electoral units.

   b. Except as otherwise provided in the Constitution, members of the Senate standing committees shall also be members of the Senate.

   c. Except as otherwise specifically provided, each standing committee shall elect its own chairperson.

   d. Each standing committee may form subcommittees whose membership may include persons who are not members of the Senate. A standing committee shall appoint from among its own membership the chairperson of any such committee.

   e. Members of all Senate standing committees, including the Executive Committee and the Committee on Committees, shall be elected or appointed annually.

3. The Awards/Bylaws/Election Committee

   a. The Awards/Bylaws/Election Committee shall conduct elections of Senators and Senate officers. The Awards/Bylaws/Election Committee shall develop election procedures consistent with the provisions of the Constitution and Bylaws for the consideration of the Senate. These procedures shall provide for a secret ballot.

   b. The Awards/Bylaws/Election Committee shall formulate and present the Bylaws to the Senate. This committee shall also consider and make recommendations to the Senate pertaining to all amendments or changes referred to the committee by the Senate or proposed to the committee by other Senate committees or by individual Senators.

   c. The Awards/Bylaws/Election Committee shall be responsible for a periodic review of the Bylaws.
d. The Awards/Bylaws/Election Committee shall be responsible for administering all Senate Awards. The committee shall collect and review applications for all awards and recommend award recipients to the appropriate administrator’s office.

4. The Academic Affairs Committee

a. The Academic Affairs Committee shall study policies, procedures, and regulations, and shall make recommendations to the Senate pertaining to the following areas:

(1) Curriculum and instruction

(2) Academic standards, including:

(a) Admissions

(b) Graduation

(c) Retention

(d) Grade Appeals

(e) Honors

(3) Other matters affecting the academic affairs of the University.

5. The Faculty Affairs Committee

a. The Faculty Affairs Committee shall study policies, procedures, and regulations, and shall make recommendations to the Senate pertaining to the following areas:

(1) Employment, retention, tenure, promotion, and evaluation of academic personnel;

(2) Employment, retention, promotion, and evaluation of support personnel and graduate assistants;

(3) Benefits for academic and support personnel;

(4) Faculty development;

(5) Other matters relating to University academic personnel and their welfare.

6. The Budget Analysis Committee

a. The Budget Analysis Committee shall study the University budget and become thoroughly familiar with its structure, provisions, and development.
b. The Budget Analysis Committee shall provide three members to attend each meeting of the Strategic Planning and Budgeting Committee.

c. The Budget Analysis Committee shall advise and recommend action on any issue pertaining to the development and content of the University budget to the Executive Committee of the Senate and to the Faculty Senate as a whole.

d. Non-Senate members may be appointed by the Speaker, with the advice of the Executive Committee and the consent of the Senate.

C. The Speaker may appoint ad hoc Senate committees, with the consent of the Senate.