

REPORT OF THE EXECUTIVE COMMITTEE
Amendment approved on November 16, 2017
Returned on December 7, 2017

(effective for the 2018-2019 academic year)
Restructuring of the Standing Committees of the Senate

Changes to the By-Laws of the Faculty Senate

4.13 Unless specified otherwise, each committee shall be comprised of six faculty members, one of whom shall serve as chairperson, and two students, one undergraduate and one graduate student. The faculty members of standing committees shall serve for three-year terms on a staggered basis from the time of their approval until the first meeting of the Senate in the fall three years afterwards. Committee chairs shall serve for two years in that capacity. Student members shall serve for one year and shall be eligible for appointment to a second term. Students shall be appointed, respectively, by the Student Senate and by the Graduate Student Association. Committee chairs or the Faculty Senate Executive Committee may request that the University administration make available those administrators and/or staff members whose expertise is aligned with the work of the committees to act as liaisons to committees as needed. Administrator and/or staff liaisons may advise committee members regarding the work of the committee but shall not be considered committee members. The Executive Committee or committee chairs may also ask faculty who are not Senate members to serve as non-voting advisors to standing committees as needed.

4.14 Each committee shall meet at least once a semester unless otherwise specified. Carrying out committee work electronically is permissible.

4.15 The chairperson shall be responsible for preparing the agenda and calling the meetings. Another member of the committee shall be responsible for recording minutes and submitting them to the Office of the Faculty Senate upon approval. Unless otherwise specified, the chairperson shall receive the equivalent of one course release per semester.

4.16 Each committee shall provide a brief informational report at the October meeting of the Faculty Senate outlining its goal(s) for the coming year. Each committee shall present a report of its activities to the Faculty Senate at least once a year as indicated in the description of the committee charge.

4.17 Committee reports to be placed on the agenda for a regular Senate meeting must be submitted to the Executive Committee at least seven days in advance of the Executive Committee meeting preceding the Senate meeting at which said reports are to be considered for inclusion on the agenda, and shall be distributed with the agenda to members of the Senate.