

**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 20-A-4**

Approved by the Faculty Senate  
March 11, 2020

**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, and subject to the addition of the list of University Standing Committees and Councils to the President’s Office website, 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 University President’s Office will publish the list of all current University Standing
- 3   Committees and Councils on its website ([http://www.semo.edu/president/committees-and-](http://www.semo.edu/president/committees-and-councils.html)
- 4   [councils.html](http://www.semo.edu/president/committees-and-councils.html)), including charge, current members and chair of each committee and council. If
- 5   there are any changes to the charge, membership, or reporting relationship of any University
- 6   Standing Committees or Councils, the University President or their designee will notify the Chair
- 7   of Faculty Senate in a timely manner.
- 8   **Membership on University Standing Committees**
- 9   The University President should determine the number of faculty, administrative, and student
- 10   members who should serve on University Standing Committees and Councils. Should a party
- 11   feel that there is insufficient faculty representation on a committee, or that a particular college or
- 12   Kent Library does not have sufficient representation, they should petition the Faculty Senate
- 13   Executive Committee to intercede on their behalf with the University President or their designee
- 14   to improve representation. Should that fail, the party should bring a resolution to the Faculty
- 15   Senate setting forth what they believe to be sufficient representation.

16 The Faculty Senate Membership Committee will nominate at minimum two faculty members for  
17 each vacancy on University Standing Committees to the University President or their designee  
18 who will select one to serve.

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

#### 26 **Appointment Process for University Standing Committees**

27 The University President's Office shall notify the Faculty Senate Membership Committee by the  
28 third Monday in March about requests for changes in faculty membership on University  
29 Standing committees, other than that which occurs through normal faculty rotation.

30 The Faculty Senate Membership Committee should notify faculty of available positions on  
31 University Standing Committees by the first Wednesday in April. Faculty should indicate  
32 interest in serving on specific committees to the Membership Committee by the third Wednesday  
33 in April.

34 The Faculty Senate Membership Committee (which is formed during the Faculty Senate  
35 organizational meeting) should form its recommendations by the third Wednesday in June.  
36 Appointments take effect at the beginning of the Fall semester. Notification of appointments to  
37 the University Standing Committees should be made prior to the beginning of the Fall semester.

38 Chairs of University Standing Committees should notify the Membership Committee when  
39 unexpired faculty positions on committees open during the academic year. The Membership  
40 Committee will recommend replacement members through appropriate channels from available  
41 faculty applicants. If appointed, the replacement faculty will complete the term of the vacated  
42 faculty position.

#### 43 **Removal of Faculty Members from University Standing Committees**

44 Any recommendation for removal will be presented to the Faculty Senate for action. By a  
45 majority vote, the Senate may recommend to the University President that members be removed  
46 from University Committees. Replacements for faculty members who are removed from  
47 committees will be made through the established procedures for filling vacancies.

#### 48 **Chairs of University Standing Committees**

49 The University President has the discretion to appoint Chairs of University Standing Committees  
50 if necessary (after full committee membership has been established).

51 **AD HOC COMMITTEES**

52 Ad Hoc Committees, task forces, and commissions should be utilized to handle specific, short-  
53 term issues. These bodies may be appointed and charged by the Faculty Senate (e.g., Ad Hoc  
54 Faculty Senate Committees) or by the University President (e.g., Ad Hoc University Standing  
55 Committees). When a long-term issue arises, an attempt should be made to find an existing  
56 Committee which may handle the issue appropriately within its existing charge. Only as a last  
57 resort should a new committee or council be charged.

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<b>Action</b>	<b>Date</b>
Introduced to Senate	2/26/20
Second Senate Meeting	3/11/20
Faculty Senate Vote	3/11/20
President's Review	
15 Day Review	
Posted to Faculty Handbook	