Faculty Senate Standing Committee, *Ad Hoc* Committee, and Task Force Procedures

**Introduction**

Much of the important work of the Faculty Senate is done through its committees. Senate standing committees are established to monitor and to study practices, policies, and activities of major areas of University operations. As warranted, standing committees advise and inform the Executive Committee (EC) and the Senate on matters of general faculty interest and concern related to those major areas of University operations. Further, they recommend EC or Senate actions or initiatives when appropriate. *Ad hoc* committees and task forces are created to study and address narrower areas of Senate concern or matters of temporary or provisional faculty interest. To ensure that the Senate speaks with one voice and to minimize the potential that parts of the Senate might work at cross-purposes, the EC has adopted the following standard operating procedures.

**Faculty Senate Committees, Task Forces, and Appointments**

The EC of the Faculty Senate may establish or disband standing or additional committees and task forces and appoint chairpersons and members, as well as individuals who serve in an advisory capacity to those bodies (Faculty Senate Bylaws VI.5).

**Role of the Chairpersons**

Members of the EC serve dual roles as chairpersons of each of the topical standing committees as well as liaisons between the EC and their respective standing committees. As EC Liaison (ECL), chairpersons will facilitate communication between the EC and the liaison's assigned committee.

Chairpersons maintain ongoing communication with committee/task force members and the EC regarding activities, plans, and any problems that may arise. All committee communication with the EC normally is transmitted through the chairpersons. Chairpersons may be asked to report to the Faculty Senate on matters that fall within the domain of their respective group's charges.

The Faculty Senate President and EC as a whole, in consultation with the standing committee members, frame the committee charges for the academic year. The chairpersons of Senate *ad hoc* committees and task forces receive their charges from the EC and/or the Senate.

Standing committee chairpersons submit a mid-year committee activity status report to the Faculty Senate President and Secretary no later than December 15th. This report briefly describes the committee's progress to date on its charges and identifies any concerns for EC consideration.

Standing committee chairpersons submit an annual report to the Faculty Senate President and Secretary no later than one week prior to the Faculty Senate's April meeting. The report includes a list of current committee members, a summary of committee activities for the academic year, the status of current committee charges, and recommended committee charges for the next academic year. Chairpersons of Senate *ad hoc* committees and task forces submit reports to the Faculty Senate President and Secretary at the time stipulated in their charges.

The Senate President will designate an EC member to chair or serve as EC liaison to Senate *ad hoc* committees and task forces at his/her discretion.

By June 30th, committee chairpersons submit to the Senate Secretary copies of the committee documents for that academic year, including meeting minutes and reports, for addition to the Faculty Senate archives. Copies are submitted in electronic format; the Secretary or President will print copies for the Senate archives.
Committee Work and Initiatives
Faculty Senate standing committees meet at least once per semester. Otherwise, business may be conducted via email. Minutes using a designated template are taken at in-person meetings. Chairpersons retain copies of substantive email messages that, in essence, substitute for in-person meetings; these messages will become part of the Senate archives.

Meetings of Faculty Senate standing committees, ad hoc committees, and task forces normally are closed given the confidential nature of many of the documents and topics taken up at these sessions, the importance of uninhibited discussion, and the broad-based composition of the standing committees. Guests may attend only at the discretion of the chairperson(s) and with advance notice.

All initiatives conducted under the auspices of the Faculty Senate require EC approval or endorsement. Committee/task force chairperson(s) submit requests for surveys, studies, in-services, workshops, or faculty development activities to the EC, through the Senate President and Secretary. Requests must be in writing and include the purpose, methodology, and, if appropriate, the data collection materials (e.g., survey document, interview questions). The EC considers the request and the Senate President responds to the chairperson(s) as soon as possible.

The reports of all surveys and studies prepared by Faculty Senate committees/task forces are submitted to the Senate President or Secretary to be presented for EC review. The EC refers the documents to the Faculty Senate or other authorities, as appropriate, for consideration and action. The EC determines whether to post the documents on the Faculty Senate Web site.

Committee/task force recommendations for Faculty Senate action and all recommendations for University action under the auspices of the Faculty Senate are submitted to the EC for consideration. The EC consults with the relevant Faculty Senate committee, University officials, and interested faculty members, as appropriate, to determine the best course of action.

Requests for funding for Faculty Senate committee/task force activities are submitted to the EC by the committee chairperson(s). The EC allocates funds on case-by-case basis dependent upon Faculty Senate priorities and available funds.

Use of the Faculty Senate Web site is governed by the guidelines established by the EC and the Saint Louis University Appropriate Use Policy. Requests for utilizing the Faculty Senate Web site for committee/task force activities are submitted to the EC for consideration.

Approved by the Faculty Senate Executive Committee
January 29, 2007

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August 15, 2008; September 18, 2009