

Standing Committee Guidelines

The charge of each Faculty Senate Standing Committee (SC) can be found on the Senate website. The Faculty Senate Executive Committee (EC) would like to support the work of each Standing Committee throughout the academic year. To best do this, we would like to provide the following guidelines:

Agenda and Meetings

- Where appropriate, SC should use the first meeting of each Academic Year to set their agenda.
- The initial agenda should be provided to the EC for review and suggestions.
 - The agenda will include anything pressing that has been identified.
 - The agenda is a working document and should adjust to university priorities as they arise throughout the year.
- The EC can assign work to the SC through the course of the semester.

Roles and Responsibilities

- The Chair of the SC is responsible for tracking and facilitating the completion of tasks based on the agenda set.
- Each SC has a Vice Chair that is a representative of the Faculty Senate. Vice Chairs are responsible for acting as the liaison between the SC and Senate.
- Vice Chairs or their designee should take minutes for each SC meeting.
- The EC maintains a shared drive for each SC. Vice Chairs or their designee should upload meeting minutes and any supporting documents directly into the shared drive.
- Vice Chairs should raise any issues to the EC as they come up in meetings, no matter how minor these issues may seem.
- Regular attendance at arranged SC meetings should be maintained. A Chair should contact the EC if a member is inactive.

Reporting and Communication

- The Faculty Senate President can request Standing Committee updates at any point during the Academic Year. These reports may be directed towards a specific inquiry or may be an interim report updating the EC about SC business.
- Reports do not need to be limited to the end of the year.
- SCs will be invited to specific Faculty Senate meetings to report on their work during the Academic Year.
- Regular reporting through minutes and short Faculty Senate Meeting presentations allow more communication with faculty regarding the ongoing work of each SC.