

**Faculty Senate Committee Policy**  
Approved by the President December 15, 2011

**Scope:**

This policy covers procedures to be followed in the organization and work of all faculty senate committees except for the Executive Board Nominating Committee and the Executive Board. These procedures may not conflict with senate bylaws, the UNR Bylaws, or the NSHE Code.

All such senate committees exist at the pleasure of and are advisory to the senate. Senate committees may be either standing (i.e., there is an expectation that they will continue) or ad hoc. Upon recommendation of the executive board, the senate may vote to create, eliminate, or alter any committee.

**Annual Charges:**

Unless the senate specifically decides otherwise, all committees are charged for annual terms. Standing committees may be charged on either a calendar-year (January-December) or an academic-year (August-May) schedule, as follows for current standing committees:

Calendar Year Term: BCC - Bylaws and Code Committee  
SBC – Salary & Benefits Committee

Academic Year Term: ASC - Academic Standards Committee  
CAC - Campus Affairs Committee  
AFPPP - Administrative Faculty Personnel Policy and Procedures  
RG – Research and Grants

Committees may have standing charges as well as specific charges for the year. These charges are proposed by the executive board, and are subject to approval by the full senate.

**Membership and Terms:**

The executive board shall have sole responsibility, on behalf of the senate, for appointment of committee members and chairs. Eligibility for committee membership is described in the senate bylaws.

Committee members are appointed annually, and are notified by the senate office annually regarding their appointment. Members shall normally serve three consecutive one-year appointments, which are renewed as long as they remain in good standing and are able to contribute to the work of the committee. The executive board may choose not to reappoint any committee member, or may choose to appoint any member to a fourth or fifth consecutive annual term if they deem it necessary. No member should be appointed to more than five consecutive years.

Committee members may be recommended by any member of the senate, outgoing committee chairs, deans or other equivalent administrators, or the faculty committee preference survey. The

executive board shall try as much as possible to choose a representative group of faculty with experience and interest in matters related to the charges, and shall consult with the incoming committee chair prior to appointment.

### **Committee Chair:**

At the time a committee's new annual charges are approved by the senate, the executive board shall appoint a committee chair to a one-year term. Though it is often preferable, the committee chair does not have to be a previous member of the committee.

Once appointed by the executive board, the committee chair shall contact current committee members and new nominees from the executive board to ensure they are all willing and able to serve. Once the committee's membership has been formalized, the senate office will notify both new and continuing members of their appointment.

The committee chair is responsible for setting the agenda and scheduling committee meetings at least once a month, or more often if required. The chair shall plan committee work and delegate tasks to committee members to ensure that the charges are addressed. It is the responsibility of the chair to ensure that if a committee breaks into subcommittees, the entire committee has vetted and approved their recommendations prior to it coming to the executive board or senate.

### **Committee Liaison:**

The executive board may appoint any senator to serve as a liaison to the committee, and this liaison shall regularly report to the executive board and the senate, as required.

### **Committee Report:**

The chair is expected to give a mid-term report to the executive board regarding progress on the charges, and present a final written report to both the executive board and the full senate. The executive board acts on behalf of the senate to provide feedback on the committee's work. The executive board may delay presentation to the senate so that the committee may reconsider its recommendations or consider any criticisms or suggestions. However, the executive board shall not prevent the committee from presenting any recommendation to the senate.

The committee shall consult with the senate office as to the appropriate format of the committee's report. A report should begin with a list of members and charges, and then discuss each of the charges in turn. A committee report should inform the members of the senate, it should provide an objective analysis using appropriate data, and where appropriate should review the policies and experiences of other universities, especially those considered peer or aspirant institutions. It should make clear recommendations, and where possible give alternatives for the senate to consider. Committee members should bear in mind that the purpose of the committee is to advise the senate, and the purpose of the report is to help the senate make better-informed decisions.

The committee chair shall provide a written draft of the final report to the executive board at least two weeks prior to the scheduled senate meeting presentation. The chair then has the responsibility to present the draft report to the full senate, to discuss its recommendations and answer any questions the senate may have.

Once the committee chair has presented the written draft of the final report to the senate, the faculty senate chair shall entertain a motion from the senate to accept or reject the report. Acceptance of a report by the senate means that the committee has appropriately fulfilled its responsibility, but mere acceptance does not imply that the senate agrees with the findings of the report or any of its recommendations. Once accepted, a report is placed on the faculty senate website. In the interest of transparency, rejected reports shall usually be placed on the website too, albeit with an appropriate disclaimer.

### **Committee Recommendations:**

In addition to any description or analysis of issues related to committee charges, committees may make specific recommendations to the senate. These may take the form of a Request for Action (RFA), which, if approved, the senate shall forward to the President. The committee may also request a general “Sense of the Senate” on a principle, or recommend further study in the form of a new committee charge.

Committee recommendations should be clear and specific. Requests for action by the President should clearly explain what needs to be done, by whom, and how much these actions will cost (e.g., none, \$, \$\$, or \$\$\$). Any sense of the senate shall be written appropriately for senate consideration.

Committee recommendations contained within the report are voted on individually by the full senate. The senate may accept recommendations as written, accept recommendations as modified by the senate, or reject the recommendations, and the senate chair follows appropriate parliamentary procedures.

If approved by the senate, recommended RFAs are prepared by the senate office and sent to the President for approval and implementation. If a committee’s recommendation is rejected, the senate or the executive board may decide either to let the recommendation die or send it back to the committee with modification or additional instructions.

### **Committee Recognition:**

Committee service is important to the principle of faculty governance and to the functioning of the university. At the conclusion of each year, each committee chair will be asked for feedback regarding involvement of their committee members. The Faculty Senate Chair shall provide information on their service for every committee member in good standing, for purposes of annual evaluation. This shall be sent to the faculty member and his or her department chair or supervisor.