

Recommended procedures for requesting faculty participation on standing and ad hoc committees outside the Faculty Governance structure.

The Standing Rules of the Faculty include the following statement under Section 5:

F. Special and Ad Hoc Committees:

- 1. Committees may be organized for special purposes where their proposed functions are not under the jurisdiction of an existing committee. They will in each case be designated to terminate either upon completion of specified tasks or on a specified date.*
- 2. Whenever possible, assignments should be given to the most appropriate standing committee rather than to a newly created committee.*
- 3. Faculty opinion on any ad hoc committee constituted by any segment of the University community can be considered representative of the Faculty only if faculty delegates are appointed by the Faculty Council.*

To comply with F.3. of this directive, requests for faculty representation on new standing or ad hoc committees directly or indirectly related to faculty governance should be submitted by the convening authority in writing to the Faculty Executive Committee. That request should identify the name and purpose of the committee, its structure, its aim and responsibility, whether it is a policy making or advisory body, the requested number of faculty representatives, the duration of the appointment, the anticipated meeting schedule, the expected workload, and the general qualifications of suitable candidates. If it is an ad hoc committee, its expected establishment and disestablishment dates should also be provided.

The FEC will consider the request at its next scheduled meeting. If the request is approved, the Faculty President will extend an invitation to Faculty Council members and to all eligible faculty members soliciting interest in serving on the committee. This will constitute Faculty Council appointment as prescribed in F.3. above. Interested faculty members will be instructed to contact the convening authority directly.

The convening authority will review candidates and select a candidate or candidates to join the committee, reporting that selection to the Faculty President. The process would be repeated as needed to fill committee vacancies that occur. The Faculty President will ensure that faculty members serving on these extra-Council committees are recognized on the Faculty Council Web site and in other relevant documents.

Faculty members serving on extra-Council committees will periodically, at the request of the Faculty President, report their committee activity to the FEC.