

**Date: November 14, 2024**

**To: Faculty Council**

**From: Faculty Executive Committee**

**Re.: Ad Hoc Review Committee on Faculty Council Standing Committee Structure and Governance Documents**

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We request faculty representation on an ad hoc committee to review the current Faculty Council Standing Committee Structure and make recommendations for its improvement.

A review of the [standing committee's annual reports](#) indicates uneven workload distribution between standing committees. In addition, during the faculty policy review process of the past year, faculty have voiced the importance of meaningful committee service and the burden created by committee service that is not meaningful.

We request that an Ad Hoc review the committee structure and make recommendations for its improvement. We anticipate the work will take place over two phases. Phase I (2024-2026) will end with Committee recommendations, and Phase II (2026-2027) will end with implementation of the recommendations.

The Ad Hoc will be co-chaired by President-Elect Dr. Debra Smith and Secretary Dr. Denis Jacob Machado. Drs. Smith and Machado will determine the meeting schedules and the approach to this review work, including naming faculty representatives for the Ad Hoc. We ask that Drs. Smith and Machado work closely with Faculty Council Assistant Matt Wyse as needed. National best practices from [EAB and Hanover](#) are provided to aid this process.

Thank you for your attention to this important issue and for considering approving the request. Detailed information is on the next page.

***Name of the committee:***

Ad Hoc Review Committee on Faculty Council Standing Committee Structure and Governance Documents

***Purposes:***

--To review the current Faculty Council Standing Committee Structure and associated governance documents, namely Constitution of The Faculty and Standing Rules of the Faculty Council

--To make recommendations for the improvement and revisions necessary for the governance documents

--To consider creating a 2-year term elected parliamentarian position for the Faculty Council as part of the review

--To implement the recommended changes to the Standing Committee Structure and associated governance documents

***Structure:***

Co-chair: Dr. Debra Smith, FC President-Elect

Co-chair: Dr. Denis Jacob Machado, FC Secretary

Members (Size and Qualification): Faculty representatives will be recruited on a volunteer basis. Ideally, the final composition should be representative of each of the eight colleges or a majority, such as five if not enough volunteers from each college sign up. We anticipate a committee size of between 8 to 12 people who have been active in the work of faculty committees, including previous chairs of the standing committees. The following faculty have already volunteered to contribute as members of this Ad Hoc committee: FC President Dr. Xiaoxia Newton (Professor of Research Methods and Evaluation, Department of Educational Leadership, Cato College of Education), Dr. Carlos Cruz (Professor of Physical Theatre, College of Arts and Architecture), and Dr. Kalpathi Subramanian (Associate Professor, College of Computing and Informatics).

Ex officio: Jonathan Harrison, Assistant General Counsel, Legal Affairs.

Assistant: Matt Wyse, Faculty Governance Assistant, Office of Academic Affairs

***Scope:***

The duration of the appointment and the anticipated meeting schedule shall be determined by co-chairs and the committee members.

The work is anticipated to take place over two phases between fall 2024 and spring 2027. Phase I (2024-2026) will end with the Committee's recommendations, and Phase II (2026-2027) will end with the implementation of the recommendations.

***Ad Hoc Dates:***

Establishment: Immediate upon FC approval (anticipated November 21, 2024).

Disestablishment: August 15, 2027 (end of President-Elect, Dr. Debra Smith's term).