University Committee Assignment Process

The Council on Committees provides a structure and facilitates the process of organizing university committees on an annual basis. It provides division heads with recommendations concerning the composition and charge for each university committee, its chair, its faculty, staff, and student members. Final decisions concerning university committees are left to division heads according to their oversight responsibilities. The Council also establish and monitors systems for committee reporting and committee chair training. The chair of the Council is the chief of staff and membership consists of one representative from each division who is appointed by their respective division head. Associate members include the president of the Faculty Senate, president of the Staff Council, and president of the Student Government Association.

In order to inform the Council of committee service preferences, faculty and staff members are given the opportunity to express their interest in many of the university’s standing committees and councils once per year prior to the beginning of the next academic year. An email is sent to the faculty and staff asking them to complete an annual online University Committee Service survey. The Office of Institutional Research and Reporting processes the survey responses into a report. Each division uses the report to assist in developing committee assignments. The Faculty Senate initiates a call for committee and council appointment requests to faculty members, reviews the requests, and makes recommendations for appointments to the Associate Provost. Council on Committee members may also solicit feedback and recommendations from current committee and council chairs within their division. The Council provides division leadership with recommendations concerning the composition for each university committee, its chair, its faculty, staff, and student members. Final decisions concerning university committees are left to Vice Presidents according to their oversight responsibilities. The membership of some committees and councils may be determined solely by job title/duties, by direct appointment by a Vice President and/or President (or designees), or by election within the university, college, or department.